PSD Automated Reporting Tracking System (PARTS)

User Manual

February 2003

Table of Contents

Part1: Introduction to PSD and PARTS

- Purpose
- Background
- Scope
- Responsibilities and Points of Contact

Part2: The PSD Forms

- NAVSUP 1390 - The End Item Form
  - NAVSUP 1390 Data Fields
    - The End Item Budget and Acquisition Data Section
    - The End Item Procurement Plan Section
    - The End Item Procurement Instrument Data Section
    - The End Item Logistics Data Section
    - The End Item Briefs and Comments Section
    - The End Item PSD Points of Contact Section
- NAVSUP 1390/1 - Equipment Installation Form
  - NAVSUP 1390/1 Screen: Operation and Features
    - NAVSUP 1390/1 Screen Operation Overview
    - NAVSUP 1390/1 Screen Unique Buttons

- NAVSUP 1390/1 Data Fields

NAVSUP 1391 - The ICP Secondary Item Budget Form

- NAVSUP 1391 Screen: Operation and Features
  - NAVSUP 1391 Unique Buttons
  - Creating a New 1391 Form
    - A)- Best Estimate or Similar Equipment Method
    - B)- Actual Cost Method
    - C)- Level of Effort Method
    - D)- No ICP Requirement Method
- NAVSUP 1391 Field Descriptions
  - Budget Data
  - ICP Funding Requirements
  - ICP Requirements Determination
    - OPN/SCN/Other
    - Totals (Allowances)
    - System Stock
  - ICP Manager and Comments

NAVSUP 1392 - The HSC Secondary Item Funding Requirements Form

- NAVSUP 1392 Screen Operation
- NAVSUP 1392 Field Descriptions

Part3: Connecting to PARTS
- Software for Accessing and Running the PARTS Application
- Logging onto PARTS

Part4: Database Basics
- The Main Screen
- The Menus
- The Button Bar

Part5: PARTS Operation
- PSD Creation and Maintenance
  - Adding a New PSD
  - Viewing / Updating an Existing PSD
    - The PSD Search Wizard
  - Modifying a PSD Serial Number Prefix
  - Archiving a PSD
  - Deleting a PSD
- Material Support Date (MSD)
  - Initiating an MSD Change Request
  - Responding to an MSD Change Request
  - Viewing Past MSD Change Requests
- Reports
  - PSD Forms
  - HSC / General Reports
    - HSC/General Reports Parameter

      - Screen
      - HSC/General Reports Descriptions

    - ICP Reports
    - MSD Reports

  - User Utilities

    - User Information (Changing Your PARTS Password)
    - View User Access
    - PSD Nomenclature Index
    - UIC Index
    - Develop ICP PSD Cover Sheet
    - Develop GPETE / CALSTD Buyout
    - Budget Execution Plan (BEP)

- Glossary

Revised 20 May 1999
Revised 3 Jan 2001 - Deleted reference to dial-up database access availability. Replaced reference to Tim Dutcher as the primary POC for PARTS matters with the PARTS Help Desk.
Revised 10 May 2001 - Updated Tim Dutcher's data to reflect Navy Yard location phone numbers.
Revised 20 July 2001 - Update NAVAIR PSDC from Carolyn Mattocks to Anna Girard.
Revised 6 Nov 2001 - Update NAVAIR PSDC from Anna Girard to Rose Frederick. Revised 1 May 2002 - Updated NAVAIR PSDC code. Revised 20 May 2002 - Updated NAVAIR PSDC from Rose Frederick to LCDR Lee Mason

Part 1: Introduction to PSD and PARTS

Purpose

The Program Support Data (PSD) Automated Reporting and Tracking System (PARTS) User's Manual provides information to assist in the preparation and maintenance of PSDs contained in the PARTS database. This User's Manual does not supersede existing policy, procedure, or direction.

Background

The OPNAV Instruction 4423.4 series implements Department of Defense policy concerning secondary item stockage and requirements determination, beginning with initial provisioning and continuing through the demand development period, through use of program data that specify the quantity and phasing of the principal (end) items to be delivered. It establishes policy and responsibility associated with the development of program data used in the computation of initial spares requirements. The instruction requires:

- Navy commands responsible for the introduction of equipment and/or weapon system end items that require spares and repair parts support to budget for that support as well as for the equipment and/or weapon

system,
- That spare and repair part support budgets accrue against spares budget lines, and
- Acquisition Managers to provide the Program Support Inventory Control Point (PSICP) with the program data necessary for development of program support.

The Commander, Naval Supply Systems Command (COMNAVSUPSYSCOM) is the Lead Systems Command (SYSCOM) for matters relating to secondary item requirements determination and the PSD process. NAVSUP Instruction 4420.36B is the authoritative direction governing the requirements determination process for initial, interim, and follow-on secondary item spares and repair parts; establishing policies and procedures for the timely submission of such data to the PSICP; and assigning responsibility for such data.

PARTS is the official database in which all PSD data resides. PARTS was introduced in 1983 to serve as a central automated database to include all NAVSEA, SPAWAR, and NAVAIR end item and secondary PSD requirements and was developed to provide a clear and easy method of tracking PSDs. The point of contact for PARTS database-related problems or questions is the PARTS Help Desk (301) 744-6711. Access to the database is through the Internet. General instructions are provided in this Users Manual, or contact your respective PSD Coordinator for details.

Scope

This PARTS User's Manual is for all U.S. Navy acquisition managers responsible for the preparation and maintenance of PSDs, except those involved in the following programs:

- Aircraft spare parts and aviation support equipment within the Aircraft Procurement Navy (APN) appropriation,
- Aviation missiles and targets within the APN appropriation;
- Strategic Systems Program Office (SSPO);
- Contractor Furnished Equipment (CFE), except specifically designated Mission Critical equipment or spares costing more than $100K per year by joint determination of the PSICP and Hardware Systems Command (HSC);
- Explosive ordnance;
- Civil engineering and construction equipment;
- Navy Nuclear Propulsion Plants under cognizance of Director, Naval

  Nuclear Propulsion Program
  (NAVSEA 08);
- Foreign Military Sales (FMS) programs; and
- Equipment under Research, Development, Test and Evaluation (RDT&E) Appropriation (unless a system under development is to be upgraded to the baseline configuration and made operational).

PSDs provide a communication link between the HSC Program Managers (PMs) and PSICPs for end item supply support requirements for new procurements, revisions, engineering change proposals, and program terminations. PSDs are used by the PSICP to identify initial and follow-on secondary item spares and repair parts and support requirements including system stock, replenishment stock, and On Board Repair Parts (OBRPs). PMs use PSDs to justify requirements for Installation and Check-Out (INCO) spares, Maintenance Assistance Modules (MAMs), and OBRPs and Depot stock procured during an interim period of operation prior to the Material Support Date (MSD) agreed to by the HSC PM and the PSICP.

PSD sheets are prepared by PMs when new equipment acquisitions are approved for production and appear in the Future Year Defense Program (FYDP) or when a revision or Engineering Change Proposal (ECP) is approved for implementation. The PSD for an equipment undergoing alteration as a result of an ECP or a ship alteration is submitted when the procurement of the hardware associated with the ECP or alteration is reflected in the FYDP. The PSD is updated and maintained until all installations for the equipment are accomplished and MSD has been achieved.

In summary, PSDs will:

1. Form the basis for interim, initial, and follow-on secondary item requirements determination.
2. Be complete and accurate for all programs within the scope of this instruction. The data will be consistent with the principal item FYDP, Program Objectives Memorandum (POM), and budget data.
3. Be developed and maintained on a current basis in PARTS.
4. Be provided to the PSICP at least a budget lead time (usually two fiscal years) in advance of the requirement and will be updated as changes occur, e.g., in concert with Chief of Naval Operations (CNO) or internal SYSCOM budget calls and in conjunction with significant principal item changes.
5. Be provided at the end item equipment level and be provided separately for each end item that is embedded in or is a component of a system.

System-level PSDs are acceptable in the early stages of a program but thereafter must be approved by OPNAV and the PSICP.

6. Be deleted from the active PSD file when all of the following conditions have been met:
   - final planned procurements have occurred;
   - the MSD has been reached, i.e., the system/equipment is fully supported by the Navy supply system; and
   - all planned installations have been accomplished and Preliminary Operational Capability (POC) dates attained.

Responsibilities and Points of Contact

Responsibilities for PSDs are divided between Program Support Data Coordinators (PSDCs) and Program Managers (PMs) as prescribed in NAVSUPINST 4420.36B.

Program Support Data Coordinators (PSDCs)

PSDCs have been appointed by the Naval Sea Systems Command (NAVSEA), the Space and Naval Warfare Systems Command (SPAWAR), and the Naval Air Systems Command (NAVAIR) to coordinate the collection of PSDs within their respective commands.

Program Support Data Coordinators

Mr. Tim Dutcher	NAVSEA 04L421	(202) 781-3315
Ms. Katy Vickery	(SPAWAR)	(619) 524-7257
LCDR Lee Mason	AIR 10.1.2	(301) 757-7760

Each PSDC, within the respective command, is responsible for informing Program Offices in their commands of PSD budget calls and coordinating training in PSD preparation for acquisition managers.

Program Managers (PMs)

It is the responsibility of each Program or Equipment Manager to maintain PARTS records for his or her individual systems and equipments. PMs are responsible for developing PSDs for all end item configurations requiring spare parts support. They are also responsible for entering PSDs into PARTS and maintaining current data. PSD submission is accomplished by direct on-line input. Hard copies of PSDs may be obtained from PSDCs or direct access printers. PMs may refer personnel under their cognizance to the PSDC in their respective command for PSD training and PARTS terminal training.

Points of Contact (POCs)

Points of contact for PARTS database problems and questions are: PARTS Help Desk (301) 744-6711,
email: PARTSHelpDesk@navsea.navy.mil. Primary PSD Coordinator: Tim Dutcher, NAVSEA 04L1, (202) 781-3315.

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 20 Nov 1998

Part 2: The PSD Forms

The PARTS data base is the official repository for all Program Support Data forms (PSDs). A PSD for a typical End Item that (1) has an HSC spares funding requirement and (2) will transition to ICP supply support is comprised of four forms. Three are initially entered and primarily maintained by the HSC program office, and the remaining one is developed and maintained by the program office at the ICP. The three HSC forms are: NAVSUP Form 1390 (the End Item Form), NAVSUP Form 1390/1 (the Equipment Installation Form), and NAVSUP Form 1392 (the HSC Secondary Items Funding Form). The ICP PSD form is NAVSUP Form 1391 (the ICP Secondary Item Budget Data Form).

As a minimum, every PSD in PARTS requires NAVSUP Forms 1390 and 1390/1. If an HSC spares funding requirement exists, then NAVSUP Form 1392 is required. To activate NAVSUP Form 1392 in PARTS, the appropriate **MAMs**, **INCO**, and/or **OBRP** checkboxes in the **End Item Logistics Data Section** of NAVSUP Form 1390 must be checked. This enables the user to create the NAVSUP Form 1392. For every spares category checked on NAVSUP Form 1390, budget data is required for a minimum of one fiscal year on NAVSUP Form 1392.

When an HSC program office enters a new PSD into PARTS and indicates that Mechanicsburg ICP Support is required by selecting **M** for the ICP Support Required field, this enables the ICP PSD Coordinator to assign an ICP Program Manager Code to the PSD. Once this has been done, the ICP Program Manager, using the data entered on NAVSUP Forms 1390 and 1390/1, can create the ICP PSD form, NAVSUP Form 1391. For detailed information on a particular form, click on a selection below:

NAVSUP Form 1390
NAVSUP Form 1390/1
NAVSUP Form 1391
NAVSUP Form 1392

Primary Manual Links:

Table of Contents	Part3: Connecting to PARTS
Part1: Intro to PSD and PARTS	Part4: Database Basics
Part2: The PSD Forms	Part5: PARTS Operation

Revised 3 August 1999
Revised 28 March 2000 - Updated Budget Activity Book references for the NAVSUP 1390 budget data elements (e.g., Nomenclature, Project Unit, etc.).
Revised 2 August 2000 - Removed "Just In Time Support" checkbox field, updated "Direct Vendor Delivery" field to "Performance Based Logistics".
Revised 14 September 2000 - Added more detailed description for Performance Based Logistics (PBL) field.
Revised 11 October 2000 - Updated Resource Sponsor field values: (N85 to N75; N86 to N76; N87 to N77; N88 to N78). Also added Resource Sponsor field description table and updated text for the Procurement Plan Appropriation field.
Revised 23 March 2001 - Added appropriation descriptions to APP field description.
Revised 26 March 2001 - Corrected SPAWAR PSDC DSN Phone Number in the Manager Code field description and removed statement: "MAMS are test equipment, not spares." from MAMS field description.
Revised 4 May 2001 - Updated PBL field description: added text description for email process when field is checked/unchecked.
Revised 10 May 2001 - Updated Tim Dutcher's data to reflect Navy Yard location phone numbers.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 20 July 2001 - Replaced POC for data changes from Tim Dutcher/Katy Vickery to PARTS Help Desk.
Revised 22 November 2002 - Clarified EA/OE Date field description to emphasize that the EA/OE Date Fiscal Year value should ideally match the current or next buy Fiscal Year value identified in the Procurement Plan.
Revised 11 December 2002 - Updated Resource Sponsor Code field to reflect current valid selections.

NAVSUP 1390 - HSC End Item Form NAVSUP

Form 1390, also referred to as the HSC End Item PSD Sheet, identifies equipment requiring spares and repair parts support. It is prepared by the HSC PM and must reflect the latest procurement plan approved in the FYDP. NAVSUP Form 1390 comprises four sections: PARTS End Item Budget and Acquisition Data (including End Item Procurement Plan), Procurement Instrument Data, Logistics Data, and Brief Equipment Description and Comments. This document also contains a section for Points of Contact.

The following sections provide an explanation of the data elements of NAVSUP Form 1390. Each section is devoted to a different section of this form. Each explanation briefly defines the data element, specifies the character type and the field width, provides a listing of allowable data values (where applicable), and indentifies the data element field as either "mandatory," "optional," or "system-generated."

On-Screen Help:

1. To view on-screen help for a specific field, press **F1** while the cursor is in that field.
2. If a data field has an arrow-down button beside it ▼, an on-screen pull-down listing is available for that field. To activate a pull-down list, click on the arrow-down button.

If a field is "mandatory," a value must be entered in that field before the data can be committed. Note that some mandatory fields have a default value. A default value is one that PARTS automatically assigns to a data field but that may be changed by the user. For example, the **ICP Support Required** field on the End Item Contract Data screen has a default value of "N."

If a field is optional, a value may be entered or the field may be left blank. If a field is system-generated, PARTS will generate a value for the field that may not be changed.

NAVSUP 1390 Data Fields

The following is a list of the data fields contained in the NAVSUP 1390 form. Information provided includes whether a field is Mandatory, Optional, or System Generated; descriptions of the data elements; and data base validations (requirements).

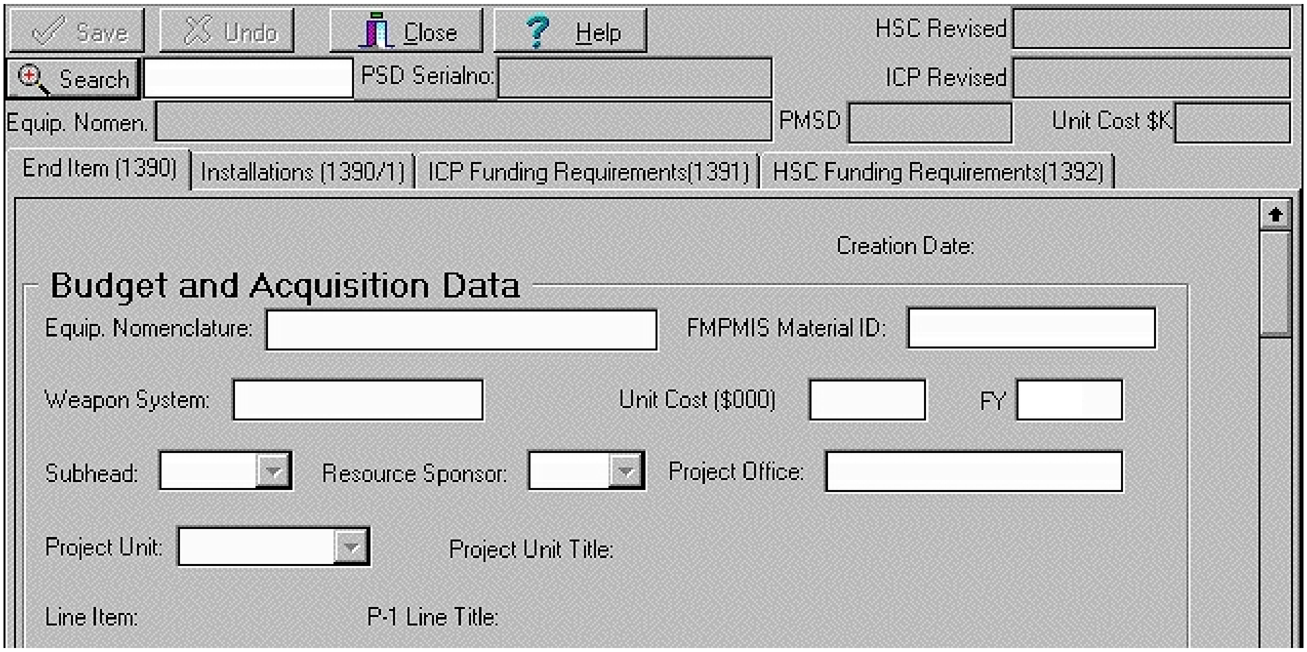
End Item Budget and Acquisition Data Section

The End Item Budget and Acquisition Data is part of the End Item Form (1390). Several fields contained in the End Item Budget Block are referred to as Header Data. These fields are Serial Number, Revised Dates, Equipment Nomenclature, End Item Unit Cost, and PMSD. The header information is displayed at the top of all PSD screens to identify the PSD being viewed or updated.

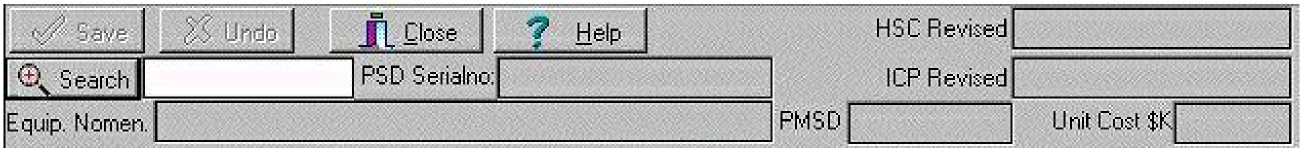
Instructions for Adding a New PSD

Instructions for Updating an Existing PSD.

The Budget and Acquisition Data screen is displayed below:


Save
Undo
Close
Help
HSC Revised
Search
PSD Serialno:
ICP Revised
Equip. Nomen.
PMSD
Unit Cost $K
End Item (1390)
Installations (1390/1)
ICP Funding Requirements(1391)
HSC Funding Requirements(1392)
Creation Date:
Budget and Acquisition Data
Equip. Nomenclature:
FMPMIS Material ID:
Weapon System:
Unit Cost ($000)
FY
Subhead:
Resource Sponsor:
Project Office:
Project Unit:
Project Unit Title:
Line Item:
P-1 Line Title:

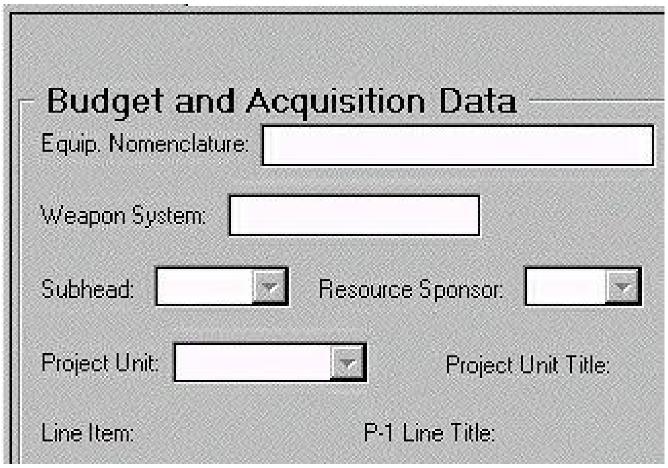
This screen comprises the following fields:
PSD Serialno, Revised Dates, Equipment Nomenclature, Weapon System, Subhead, Project Unit, Resource Sponsor, Project Unit Title, Line Item, P-1 Line Title, Creation Date, FMPMIS Material ID, Unit Cost, FY, Project Office


Save
Undo
Close
Help
HSC Revised
Search
PSD Serialno:
ICP Revised
Equip. Nomen.
PMSD
Unit Cost $K

PSD Serialno (14 alpha-numeric characters) **-** This mandatory field is assigned when a PSD is initially entered into PARTS. It is comprised of a seven-character, user-assigned Prefix and a seven-character, computer-generated Suffix. The prefix is selected using a dialogue box that is displayed when a new PSD is added. The PSD Serial Number identifies a specific Program Support Data record.

- **Prefix** (7 alpha-numeric characters) - This is a pre-assigned, seven-character string selected by the user when adding a new PSD. This prefix is the same one assigned to your PARTS user ID and must be used when adding a new PSD. It is typically (but not always) the first seven characters of the Program Office code responsible for the equipment.
- **Suffix** (7 numeric characters) - This is a system-generated string.

Revised Dates - These are system-generated fields located in the top right of the screen used to identity the time and date of data changes to the PSD forms. For the 1390 and 1390/1 forms, they also identify the activity (HSC or ICP) of the user making changes. The NAVSUP 1391 and 1392 forms only contain one revised date, as they can only be revised by the ICP or HSC users respectively.



Equipment Nomenclature (up to 30 alpha-numeric characters) - This is a mandatory field. Enter the name by which the End Item will be identified. This information can be found in the "Element of Cost" column of the P-5 exhibit in the applicable Budget Activity Book. The Equipment Nomenclature field should be identified by an "AN/MK/MOD" designator, if available. If this is not available, the project name, pseudo AN designator or other descriptive title, or generic classification should be entered until the official nomenclature is assigned. When the official nomenclature is assigned (e.g., MK 15 CIWS MOD 12 or AN/SPS-49(V)5), correct this field and annotate the change in the End Item Comments Block.

Weapon System (up to 15 alpha-numeric characters) - This field is optional. It is used to indicate the major weapon system to which the End Item is applicable. If more than one weapon system is applicable, enter the main system in this field and list the other systems in the End Item Comments Block. Particular attention should be applied to avoid a weapon system designation that is either "too high" (general) or "too low" (specific) and obscures identification.

Subhead (End Item Subhead) (4 alpha-numeric characters) - This is a mandatory field that correlates each End Item requirement to the appropriate sponsor and is given at the P-1 line item level. Note that a subdivision of the Budget Activity Book is the subhead. The End Item Subhead is required for all POM submissions. In general, the last two characters of the subhead for OPN appropriations should match the first two characters of the Project Unit. If not known at the time of the POM input, enter "TBD." If "TBD" is entered, the computer will automatically enter a value of "TBD" for the Project Unit, Line Item, and P-1 Line Title fields.

The structure of End Item Subhead follows:

1. Position 1 denotes the organization responsible for the P-1 line item (for example, NAVAIR is "4," SPAWAR is "5" and NAVSEA is "8").
2. Position 2 denotes the applicable Budget Activity Book.
3. Positions 3 and 4 provide the P-1 line item code.

Use the following guidelines for entering data into this field:

- When only OPN, APN, or WPN funds are cited, enter the subhead appearing in the applicable Budget

Activity Book.
- When only SCN funds are cited, use the subhead in the SCN Chart of Accounts.
- When SCN funds are cited as well as OPN, APN, or WPN funds, enter the subhead appearing in the applicable Budget Activity Book.

Data Field Operation
Once a valid Subhead has been entered by the user, the Line Item, and P1 Line Title fields will be automatically filled. If a desired Subhead is valid but not listed in the Look-Up table, call the PARTS Help Desk at (301) 744-6711 to have it verified and added.

Project Unit (up to 7 alpha-numeric characters) - This mandatory field is a Cost Code identifier that is found in the program Budget Activity Books. In general, the last two characters of the End Item Subhead should match the first two characters of the Project Unit.
Use the following guidelines for entering data into this field:

- When only OPN, APN, or WPN funds are cited, enter the "Cost Code" from the P-5 exhibit in the applicable Budget Activity Book. The Cost Code is also the Project Unit Number.
- When only SCN funds are cited, and an "SCN Only" subhead is entered from the SCN Chart of Accounts, a Project Unit of "UIC" will automatically be entered by the computer. This is the ONLY entry allowed for PSDs with an SCN subhead.
- When SCN funds are cited as well as OPN, APN, or WPN funds, use the OPN, APN, or WPN "Cost Code" from the P-5 exhibit in the applicable Budget Activity Book.

Data Field Operation
After selecting a Subhead, which automatically loads data in the Line Item and P-1 Line Title fields, the user must then select a corresponding Project Unit (as indicated above, if an "SCN Only" Subhead is entered, the field will automatically be filled with the value of "UIC"). Select or type in the appropriate data. If a desired Project Unit is valid, but not listed in the Look-Up table, call the PARTS Help at (301) 744-6711to have it verified and added.

Resource Sponsor (up to 4 alpha-numeric characters) - This is a mandatory field. The Resource Sponsor field becomes active once a Subhead and Project Unit are selected, and the user is restricted to pre-loaded values for the combination entered. This field identifies the OPNAV Resource Sponsor that is funding the End Item.

- User input will be limited by the values entered for the Subhead and Project Unit fields.
- If there are two or more applicable OPNAV sponsors, identify the principal sponsor and list the others in the End Item Comments Block. .
- Valid inputs are displayed in the following table:

RS Code	**Organization**
00N	Director of Naval Nuclear Propulsion Program
N1	DCNO (Manpower and Personnel)
N2	Director of Naval Intelligence
N4	DCNO (Logistics)
N61	Director of Space and Electronic Warfare
N7	OPNAV
N75	Director, Expeditionary Warfare
N76	Director, Surface Warfare
N77	Director, Submarine Warfare
N78	Director, Air Warfare

N79	Director of Naval Training
N89	Director, Special Programs
N09B	Assistant Vice Chief of Naval Operations
N091	Director of Navy T&E Technology Requirements
N093	Director of Naval Medicine/Surgeon General
N095	Director of Naval Reserve
N096	Oceanographer of the Navy
N097	Director of Religious Ministries/Chief Chaplains
NFIP	Naval Foreign Intelligence Program
NMCA	Appropriation, Marine Corps
PDW	Procurement, Defense Wide
UNK	Unknown

Project Unit Title - This field is automatically filled in by the computer when the user fills in the Project Unit field. It is inaccessible on the PSD screen.

Line Item - This field identifies the line item number in the applicable procurement budget that funds the hardware end item acquisition. It is automatically filled in by the computer when the user fills in the Subhead field. It is inaccessible for updates on the PSD screen.

P-1 Line Title (up to 52 alpha-numeric characters) **-** This field is automatically filled in by the computer when the user fills in the Subhead field. It is inaccessible on the PSD screen.

- This field identifies the line item in the procurement budget that funds the hardware end item acquisition. Usually the P-1 Line Title is a general label given to several end items that require PSD submission, and the PM must rely on the Subhead and Project Unit fields to further identify the end item.
- When only OPN, APN, or WPN funds are cited, the P-1 Line Title as it appears in the "P-1 Item Nomenclature" field of the P-40 exhibit in the applicable Budget Activity Book is used. Budget Activity Books are available in any of the HSC's financial management offices or on the Navy Budget web site http://navweb.secnav.navy.mil/).
- If the P-1 Line Title has not been assigned, the title from the FYDP is used.
- When only SCN funds are cited, the P-1 Type and Line Title from the "P-1 Type and Title" field in the SCN Chart of Accounts is used. The NAVSEA financial management office has a copy of the NAVSEA SCN Chart of Accounts issued by NAVSEA 04.
- When SCN funds are cited in addition to OPN, APN, or WPN funds, the OPN, APN, WPN P-1 Line Title as it appears in the "P-1 Item Nomenclature" field of the P-40 exhibit in the applicable Budget Activity Book is used.

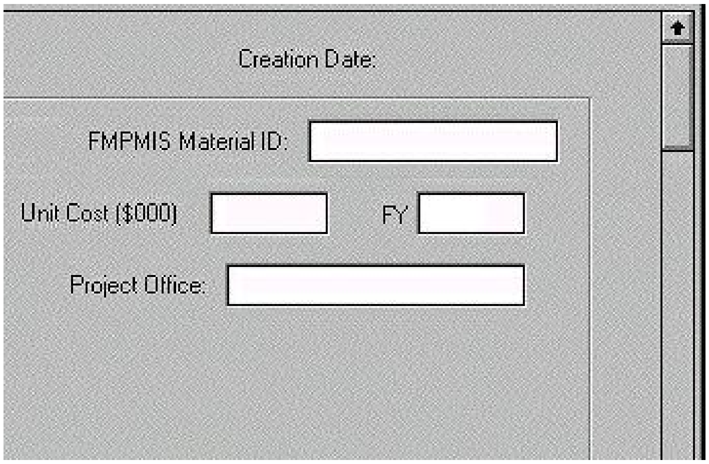
Creation Date - This is a system-generated field located in the top right of the End Item section. It identifies the date when the PSD was originally entered into PARTS. This data may not be changed.

FMPMIS Material ID (up to 30 alpha-numeric characters) - This is an optional field. The Material ID is used by FMPMIS to uniquely identify an item of material. The Material ID is composed of 2 elements:

1. A Material Cog Code (2S, 2J and 2F =

NAVSEA; 2Z = SPAWAR; 2Q = NAVAIR) and

2. The Material Identification Number.



Unit Cost (up to 8 numeric characters; 6 digits before the decimal point, a decimal point, and one digit after the decimal point) - This is a mandatory field.

The End Item Unit Cost field is either the acquisition price of one unit of the End Item or, as in the case with Engineering Change Proposals (ECPs), alterations, and modifications, the unit cost of the hardware being procured as part of the ECP, alteration, or modification kit. The unit cost does not include research and development (R&D);or any other Integrated Logistics Support (ILS) costs such as software, drawings, spares, quality assurance, product improvement, or any other support items. This cost is expressed in thousands of dollars. Although not required, PARTS will allow a decimal point to increase accuracy to the nearest hundred dollars. For example: $234,567 may be rounded off to $234,600 and then expressed as 234.6.

The unit cost reflected should be the cost of the procurement in the current year. If no procurements are planned in the given Fiscal Year range of the Procurement Plan, then the unit cost should be the cost of the last procurement made.

For PSD with HSC Secondary Item Funding Requirements (that is, those PSD that include the NAVSUP 1392 form), if the End Item Unit Cost is changed, on save, all 1392 funding requirement values for fiscal years where the **Cost** or **Percentage** Funding Data Input Menthod is being used will be recomputed and the following message will display:

"All applicable 1392 Funding Requirement data using automatic calculations based on the Unit Cost have been recomputed."

FY (Fiscal Year) (4 numeric characters) - This is a mandatory field that identifies the Fiscal Year for which the Unit Cost is valid. The Fiscal Year field must match the first procurement fiscal year in the Procurement Plan Block with a procurement quantity greater than zero. The fiscal year of the EA/OE Date field on the PARTS Contract Data Screen should also match this FY field.

This field will be the fiscal year upon which escalation of spare and repair part costs will be based using current escalation indices provided by the Comptroller of the Navy (NAVCOMPT), OP-801N.

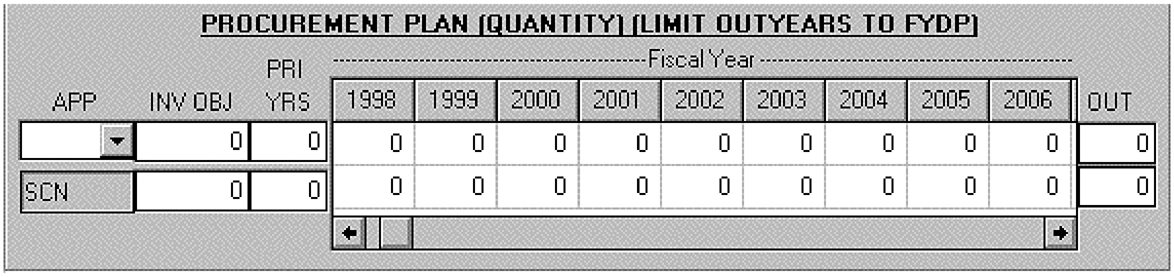
Project Office (up to 15 alpha-numeric characters) - This is a mandatory field that identifies the HSC organizational code responsible for the equipment procurement, preferably at the branch level.

Back to Beginning of Section, Beginning of Page

End Item Procurement Plan Section

The Procurement Plan fields are described below. This section contains two Appropriation lines. The first line is for the hardware procurement plan for the non-SCN appropriation (e.g. WPN, OPN, etc..); the second line is for the hardware procurement plan for the SCN appropriation. If there are no requirements for non-SCN dollars, leave the top Appropriation field blank and leave the default zeros in the corresponding quantity fields.

This screen comprises the following fields: APP, INV OBJ, PRI YRS, Fiscal Year, OUT



PROCUREMENT PLAN [QUANTITY] [LIMIT OUTYEARS TO FYDP]

Fiscal Year

APP	INV OBJ	PRI YRS	1998	1999	2000	2001	2002	2003	2004	2005	2006	OUT
	0	0	0	0	0	0	0	0	0	0	0	0
SCN	0	0	0	0	0	0	0	0	0	0	0	0

APP (Appropriation) **-** This is a mandatory field for the identification of the hardware procurement appropriation when a quantity is entered for any of the procurement plan Fiscal Year fields. Valid entries for the top line are OPN, APN, WPN, or PDW. The second line is used for SCN only. **NOTE:** If a non-SCN Subhead is entered on a PSD, the first procurement line will automatically be loaded with the applicable appropriation identifier (OPN, APN, etc.). Appropriation descriptions are:

APN: Aircraft Procurement, Navy
OPN: Other Procurement, Navy
PDW: Procurement, Defense Wide
SCN: Ship Building and Conversion, Navy
WPN: Weapons Procurement, Navy

INV OBJ (Inventory Objective) (6 numeric characters) **-** This is a computer-generated field. The default is zero.

- The Inventory Objective is the total number of End Items already procured and to be procured as identified in the FYDP. This includes all operational sites and trainers but excludes RDT&E and FMS programs.
- This field is the sum of the quantities cited in the **Prior Years** field, plus each of the **Fiscal Year** fields, plus the **Out** (Years) field.

  IMPORTANT: the Inventory Objective for the OPN, APN or WPN appropriation, MUST equal the sum of all equipment installations on NAVSUP 1390/1 with an APPN Code of OPN, APN or WPN; the Inventory Objective for the SCN appropriation MUST equal the sum of all equipment installations with an APPN Code of "SCN". If the quantities do not equal, a detailed error message will display identifying the quantites contained in each section. The mismatch must be corrected before any changes can be saved.

PRI YRS (6 numeric characters) **-** This is a computer-generated field. The default is zero.This field is the total quantity of End Items procured in the years prior to the first year identified in the default visible Fiscal Year range (the nine years that initially display when the Procurement Plan is visible which starts with the current Fiscal Year plus the next eight).

Fiscal Year (5 numeric characters) **-** Nine Fiscal Year fields can be viewed at one time. Typically, the default visible Fiscal Year range that initially displays in the Procurement Plan will start with the current Fiscal Year plus the next eight.

- To see Fiscal Years beyond this range, use the scroll bar provided. The maximum number of Fiscal Year fields allowed for a PSD is fifty (50). Enter the quantity of the End Items to be procured in each Fiscal Year as specified in the FYDP. These are mandatory fields, but they default to zero. Therefore, if no End Items are to be procured in a given fiscal year, simply press **Tab** to skip over that year.

NOTE: The fiscal year of the first buy shown in the Procurement Plan Block (i.e., the first Fiscal Year field in the current visible range that is not zero) must be the same as the fiscal year value entered in the FY field (of Unit Cost). Data changes cannot be saved until this condition is met.

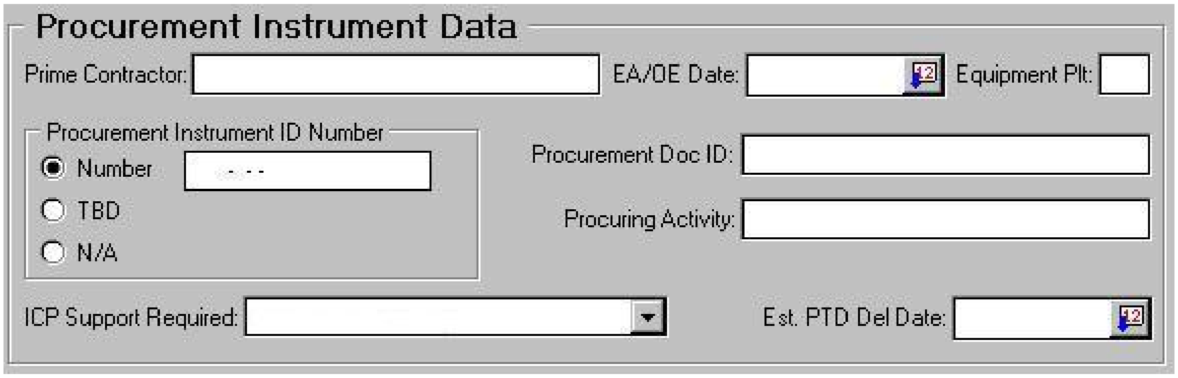
OUT (Outyears) (5 numeric characters) - This field is mandatory and contains a default of zero. It identifies the total outyear planned requirements as approved in the FYDP. This field is the total quantity of End Items to be procured in the years following the last year identified in the individual Fiscal Year fields.

Back to Beginning of Section, Beginning of Page

End Item Procurement Instrument Data Section

The End Item Procurement Instrument Data section contains the data for the End Item Procurement Instrument Data Section of NAVSUP Form 1390 and is used to identify the current Procurement Instrument information for the PSD End Item. Field descriptions for this block are detailed below.

This screen comprises the following fields:
Prime Contractor, EA/OE Date, Equipment PLT, Procurement Instrument ID Number, Procurement Doc ID, Procuring Activity, Est. PTD Del Date, ICP Support Required



Prime Contractor (up to 30 alpha characters) - This is a mandatory field that is used to identify the Prime Contractor. If the Prime Contractor is not known, enter "TBD" (to be determined). If there is more than one contractor for the End Item, enter the predominant contractor in this field and indicate the others in the End Item Comments Block.

EA/OE Date (Expected Award/Option Exercise Date) - This is a mandatory field that is used to identify the month/year of the actual or best estimate of the next procurement contract award date, or the date the next option will be exercised. Use the following guideline for populating this field:

- The fiscal year of the EA/OE Date should be the same as the fiscal year entered in the FY field (of Unit Cost) and the fiscal year of the current or next buy shown in the Procurement Plan (i.e., the first FY in the default visible fiscal year range that is not zero); however, this may not always be true. Therefore, the record can be committed if these conditions are not met.

Equipment PLT (Production Lead Time) (2 numeric characters) - This is a mandatory field that indicates the best estimate, specified in months, of the time required to manufacture or produce the End Item. If multiple contract award dates are expected, enter the equipment PLT for the earliest contract award in this field. Enter the equipment PLTs for subsequent awards with their corresponding expected award dates in the End Item Comments Block.

Procurement Instrument ID Number (22 alpha-numeric characters) - This is a mandatory field. Use the following guidelines for populating this field:

- If the Procurement Instrument number is not yet known, click the **TBD** (to be determined) radio button to load "TBD" into the field. If the End Item will be procured by means other than a Procurement Instrument, click the N/A button to load "N/A" into the field. If N/A is used, the Procurement Document ID field is required (see field description below).
- Identify the current production Procurement Instrument, i.e., the most recent Procurement Instrument from which the HSC is still procuring the End Item. The structure of a Procurement Instrument ID number follows:
  - Positions 1 to 6 - Position 1, "N" indicates Navy Activity. The remaining 5 positions correspond to the UIC for the activity releasing the contract. NAVAIR's UIC is 00019, NAVSEA's UIC is 00024, SPAWAR's UIC is 00039 and ICP's UIC is 00104.
  - Position 7 - A dash.
  - Positions 8 to 9 - The contract award fiscal year (or 'FY' if not yet known).
  - Position 10 - A dash.
  - Position 11 - A letter, for example, "C" to indicate that this is a contract.
  - Position 12 - A dash.
  - Positions 13 to 16 - The sequential number assigned to the contract by the contracting organization.
- If the Provisioning Technical Documentation (PTD) is being procured from a source other than the production contractor, identify the Procurement Instrument number under which the PTD will be delivered in the End Item Comments Block.

Procurement Doc ID (Procurement Document ID) (22 alpha-numeric characters) - This is a mandatory entry when the Procurement Instrument ID field is "N/A." Follow the guidelines below to populate this field:

- Identify the Procurement Document currently in process, such as a Purchase Request (PR), Military Interdepartmental Purchase Request (MIPR), Request for Contractual Procurement (RCP), or General Services Administration (GSA) Schedule.
- If a Procurement Document ID has not been assigned, enter "X"'s in the last 5 digits, e.g., N00024-97-PR-XXXXX. This creates a "dummy" Procurement Document ID.

Procuring Activity (up to 30 alpha-numeric characters) - This is a mandatory field that identifies the activity responsible for the procurement of the End Item. If the activity responsible for the procurement of the End Item is other than the HSC (e.g., a field activity or other Government agency), that activity should be identified.

This field is system-generated if the Procurement Instrument ID field contains a valid Navy activity UIC. For example, "N00019-" will supply "COMNAVAIRSYSCOM PAX"; "N00024-" will supply "COMNAVSEASYSCOM WAS"; and "N00039-" will supply "COMSPAWARSYSCOM SAN DIEGO CA" as the procuring activity.

EST PTD DEL DATE (Estimated Provisioning Technical Documentation Delivery Date) - This is a mandatory field. that represents the month/year of the expected delivery date of full PTD to the PSICP. This date is used to establish the Material Support Date (MSD). The field must contain a valid date unless the Support Responsibility Code (SRC) for all installation sites on NAVSUP Form 1390/1 will be "L" which indicates the End Item will be contractor supported for its entire life cycle. When the SRC is "L" for all sites, the "ICP Suppot Required" field should be "N" (for None) and this field will be blank.

If the PTD is being delivered from a source other than the hardware production contractor, identify the contract in the End Item Comments Block.

ICP Support Required (1 alpha character **- M**echanicsburg, **P**hiladelphia, **O**ther, or **N**one) **-** This is a mandatory field that is used to indicate if the equipment identified by the PSD will transition to Navy ICP support after the Material Support Date (MSD) is reached, and if so, to which ICP. Follow the guidelines below to populate this field:

- If the equipment will ultimately be supported by a Navy ICP activity, enter the appropriate letter: "M" for NAVICP Mechanicsburg, "P" for NAVICP Philadelphia, "O" for a NAVICP activity other than Mechanicsburg or Philadelphia, or "N" if the equipment is not transitioning to Navy support.

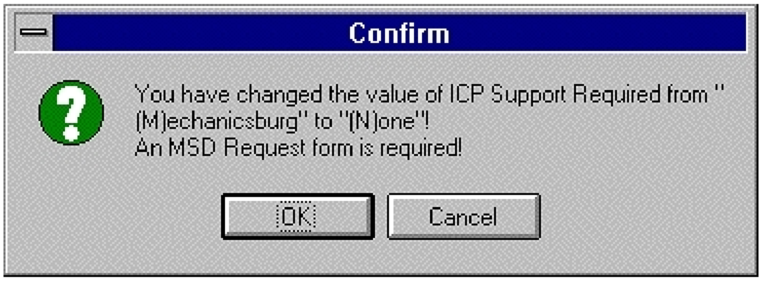
  Note: Only those PSDs with "M" marked for "ICP Support Required" will be reviewed/funded by NAVICP-Mechanicsbrug during budget updates. If "O" for Other is entered, identify the ICP in the End Item Comments block.

- If "M," "O," or "P" is entered for this field, a valid date must be used for the Estimated PTD Delivery Date (EST PTD DEL DATE) field above, and for the "Proposed MSD Date" field in the Logistics Data section that follows. (That is, these fields cannot be left blank).
- If an outstanding MSD change request exist (that is, a change request where either the ICP or HSC program office has not responded), this field will be disabled from updates. The outstanding request must be completed before the field will be reactivated.

Changing the ICP Support Value - When the ICP Support value is changed, an MSD Change record is created and an email notification is sent to the applicable PSD PSDC's and the HSC and ICP POCs identified on the PSD. The process is described below. (This process is not required when the ICP Support is changed from "O" to "N" or from "N" to "O").

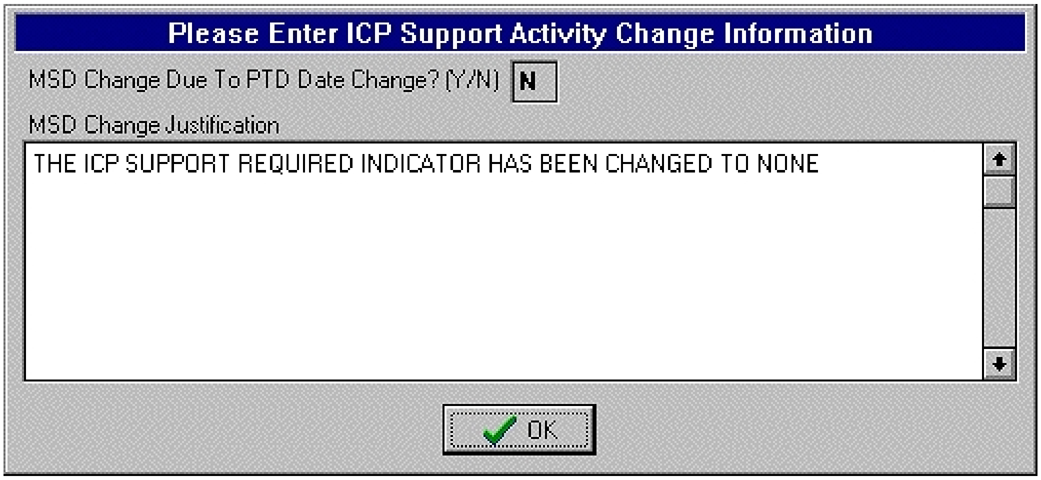
Note: In order for the ICP Support change to be finalized, the opposite activity (HSC or ICP) must Concur to the change using the MSD Change process. **Responding to an MSD Change Request.**

1)- Once the ICP Support field is changed, when the **Save** button is clicked, the user will be prompted to confirm the change by a confirmation box like the one shown below. Click **OK** to continue the process or **Cancel** to abort.



You have changed the value of ICP Support Required from "(M)echanicsburg" to "(N)one"!
An MSD Request form is required!

2)- If the **OK** button is clicked, the parameter screen shown below will be displayed. Depending on the action taken (e.g., ICP Support changed from "M" to "N"), default text will automatically be entered in the "MSD Change Justification" field. The user can enter additional comments if required. When all desired comments have been entered, click the **OK** button to complete the process.



MSD Change Due To PTD Date Change? (Y/N) N

MSD Change Justification

THE ICP SUPPORT REQUIRED INDICATOR HAS BEEN CHANGED TO NONE

3)- At this point, the ICP Support Required, PTD Delivery, and Proposed MSD fields will become deactivated and will remain so until the opposite activity (HSC or ICP) responds to the MSD Change record generated.

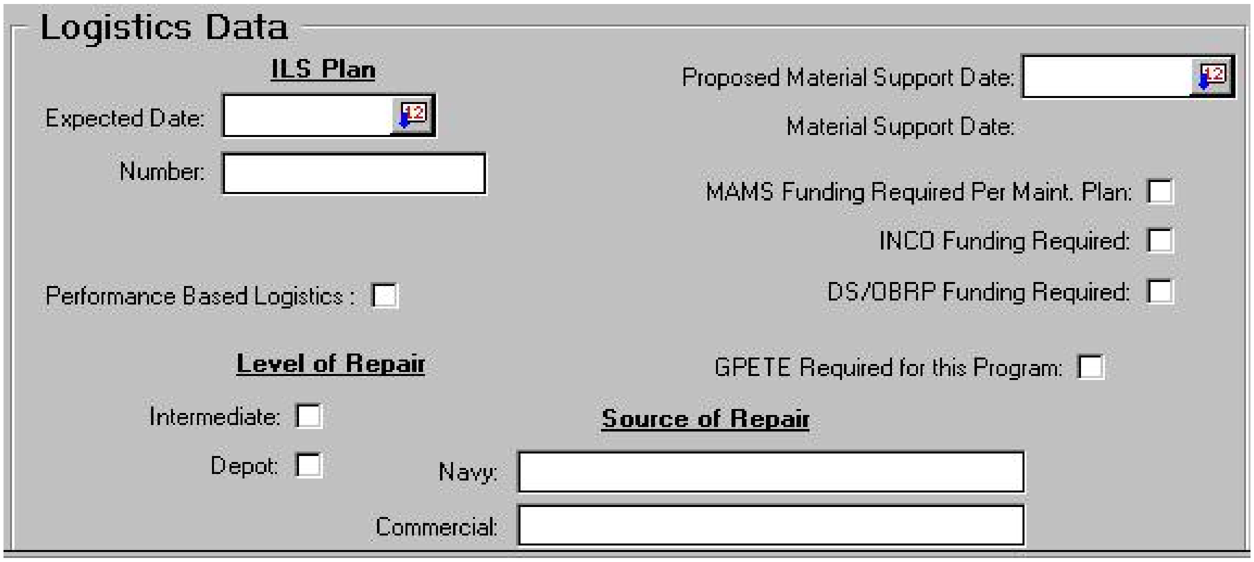
- If they Concur, the field will be reactivated for updates, and, depending on the action taken, the PTD Delivery Date, Proposed MSD, and MSD fields will be updated accordingly.
- If they Nonconcur, the field will be reactivated for updates and the PTD Delivery Date, Proposed MSD, and MSD fields will be restored to the values at the time of the initial ICP Support field change.

Back to Beginning of Section, Beginning of Page

End Item Logistics Data Section

The End Item Logistics Data Section contains the data for the End Item Logistics Data Section of NAVSUP Form 1390. The descriptions for these fields follow.

This screen comprises the following fields:
ILS Plan, Performance Based Logistics, Level of Repair, Proposed Material Support Date, Material Support Date, Secondary Item Support Required (MAMS, INCO, DS/OBRP), Source of Repair, GPETE Required For This Program


Logistics Data
ILS Plan
Expected Date:
Number:
Performance Based Logistics : ☐
Level of Repair
Intermediate: ☐
Depot: ☐
Proposed Material Support Date:
Material Support Date:
MAMS Funding Required Per Maint. Plan: ☐
INCO Funding Required: ☐
DS/OBRP Funding Required: ☐
GPETE Required for this Program: ☐
Source of Repair
Navy:
Commercial:

ILS Plan (Integrated Logistics Support Plan)

- **Expected Date** - This is an optional field that contains the month/year of the latest revision of the ILS Plan or the expected publication date.
- **Number** (up to 15 alpha-numeric characters) - This is an optional field that containsthe ILS Plan number for the End Item.

Performance Based Logisitics (PBL) - This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No. On an existing PSD, when this field is checked or unchecked, on Save, an email notification is automatically sent to the Program Managers listed at the bottom of the PSD.

- This field is used to identify end items using the Performance Based Logistics (PBL) method of support.
- As a rule, the Material Support Date for "PBL" end items should be equal to the Material Required Date of the first installation.
- Performance Based Logistics (PBL) is an arrangement with a PBL supplier (organic or commercial) that will result in part or all of the Supply Chain being managed by that supplier, and/or where the supplier is held to customer-oriented performance requirements such as reliability, availability and delivery with the end goal of improved logistics support to the fleet with reduced (or no) inventory investment. The scope of a PBL can range from supplier-managed warehousing, issue and receipt type functions to complete management of all Integrated Logistics Support (ILS) elements. Types of PBL support:

1. **PBL-Commercial (PBL-C) -** An arrangement where commercial items are supplied by a contractor. Customer requisitions are automatically routed through ITIMP directly to the contractor as a delivery order.
2. **PBL-Organic (PBL-O) -** An arrangement with an organic activity (normally via MOA) to procure, repair, stock and issue material.
3. **PBL-Mini-Stock Point (PBL-MSP)** Navy owns the inventory…contractor receives, stores, issues, and may also repair, the material. "MSP-Plus" includes a negotiated level of requirements determination (MIN/MAX).
4. **PBL-Partnership (PBL-P) -** An arrangement between a contractor and Navy such that the Navy performs a portion of support required by and for the contractor. For example, the contractor may sub-contract the Navy to perform maintenance support at an organic depot. This can be highly beneficial when addressing Core maintenance issues, in that the Navy is able to retain Core capability while acting as a “sub” to the contractor.
5. **"Full" PBL -** A contractual arrangement where the contractor manages (and may also own) the inventory, determines stockage levels, typically repairs NRFI material, and is required to meet specific performance metrics. Requisitions still flow through ICP, and ICP pays the contractor for performance but bills customers traditionally. Reliability improvements, technology insertion and reduced

obsolescence may be some of the inherent benefits of a Full PBL. The contractor usually is given Class II ECP authority and in some cases may also have configuration control. Additionally, Logistics Engineering Change Proposal (LECP) arrangements will be considered a subset of this category if they contain supply support clauses that fall under the definition noted above.

6. **Contractor Logistics Support -** A most robust form of PBL, where the contractor manages most or all facets of logistic support (i.e. ILS elements), including inventory levels, maintenance philosophy, training manuals, PHS&T, full configuration control, support equipment, etc.

- **Note to NAVICP Mechanicsburg users**: When this checkbox is checked, the **PBL Management Cost** and **PBL Repair Cost** fields on the NAVSUP 1391 screen are activated for data entry. If the checkbox is unchecked, the fields are inaccessible for data entry.

Level of Repair - Indicate those levels of repair other than organizational level that have been approved and are specified in authorized maintenance and logistics documents to assist in determining the supply system stock requirements.

- **Intermediate -** This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No. Click the check box to indicate whether the End Item has a requirement for intermediate level of repair.
- **Depot -** This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No. Click the check box to indicate whether the End Item has a requirement for depot level of repair.

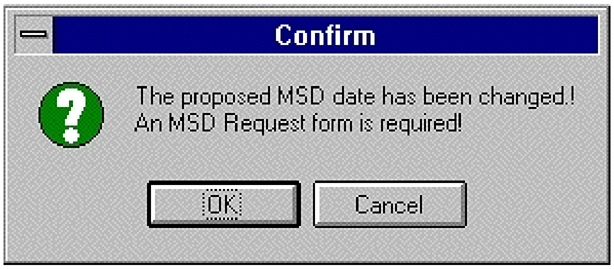
Proposed Material Support Date - This is a mandatory field. The Proposed MSD is an estimated date entered by the user when a PSD is initially entered into PARTS. When adding a new PSD, an MSD Request record with the Proposed MSD is automatically created, and email notification is sent to the applicable PSD PSDC's and the HSC and ICP POCs identified on the PSD. If the opposite PM (HSC or ICP) agrees with the Proposed MSD, they will concur using the MSD Change feature. When this concurrence is committed, the MSD field will automatically be updated to match the Proposed MSD. For MSD policy, refer to NAVSUPINST 4420.36. **Responding to an MSD Change Request**.

The following "Standard" time intervals, taken from NAVSUPINST 4420.36, should be used as a guideline in the determination of an initial Proposed MSD:

- Estimated PTD delivery to ICP, plus:
- 4 mo. PTD Review/Tech Code
- 6 mo. Provisioning
- 9 mo. Procurement Admin
- ? System PLT
- 3 mo. Spares Positioning

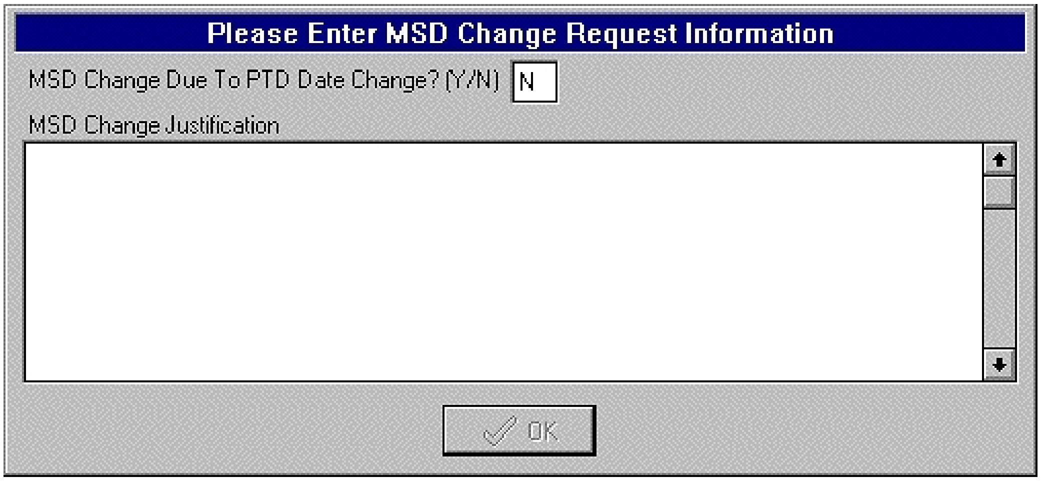
To Change an Existing MSD - Once an MSD has been established (i.e., both the Proposed MSD, and MSD match), the user must use the MSD Change feature to initiate the process of changing the MSD **Initiating an MSD Change Request**. Or, the PMSD can be changed to initiate the MSD Change process:

1)- If the PMSD on an existing PSD is changed, when the **Save** button is clicked, the user will be prompted to confirm the change by a confirmation box like the one shown below. Click **OK** to continue the process, **Cancel** to abort.



The proposed MSD date has been changed.!
An MSD Request form is required!

2)- If the **OK** button is clicked, the parameter screen shown below will be displayed. If the MSD change is due to the PTD Date changing, enter a "Y" in the "MSD Change Due to. . " field. This will cause a new field to display where the user can enter the new PTD Date. The user must also enter a reason for the change in the "MSD Change Justification" section. Once this is done, the OK button will activate. When all desired comments have been entered, click the **OK** button to complete the process.



MSD Change Due To PTD Date Change? (Y/N) N

3)- At this point, the ICP Support Required, PTD Delivery, and Proposed MSD fields will become deactivated and will remain so until the opposite activity (HSC or ICP) responds to the MSD Change record generated.

- If they Concur, the field will be reactivated for updates, and the PTD Delivery Date, Proposed MSD, and MSD fields will be updated accordingly.
- If they Nonconcur, the field will be reactivated for updates and the PTD Delivery Date, Proposed MSD, and MSD fields will be restored to the values at the time of the initial PMSD change.

Material Support Date (MSD) **-** This is a restricted field. The Material Support Date is the date (month/calendar year) on which the PSICP will be responsible to provide spares and repair parts support (excluding initial Maintenance Assistance Modules (MAMs) and Installation and Check Out spares (INCOs)) for a given equipment.

- This is a negotiated date between the HSC and PSICP PMs. OPNAV notification is required for any change that results in a one million dollar change in spares budgeting for any one Fiscal Year. For MSD policy, refer to NAVSUPINST 4420.36. The MSD should be documented in the ILSP.
- The MSD is initially blank for new PSDs. A valid MSD is automatically entered when both the HSC and ICP program managers concur to a negotiated Proposed Material Support Date using the MSD Change feature in PARTS. Refer to the Proposed MSD field description above for an explanation of the MSD process.
- Once the MSD has been entered, it may not be unilaterally changed. Use the MSD selection from the main PARTS screen to initiate a request for an MSD change. If an MSD change is required, and the HSC

and ICP Program Managers cannot agree on a date, COMNAVSUPSYSCOM will act as the intermediary and designate a new established MSD. A change to an established MSD must have the concurrence of both the HSC and ICP PMs. **Initiating an MSD Change Request**.

Secondary Item Support Required (Secondary Item support may be required for end item installations) During FYs Shown In Procurement Plan Above For:

MAMs (Maintenance Assistance Modules) - This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No. MAMS requirement must be supported by an approved Maintenance Plan.

- This field indicates whether or not the user requires an HSC Secondary Item Funding Requirements data sheet (NAVSUP 1392) to enter MAMs dollar requirements for the nine-year period addressed in the Procurement Plan Block. That is, when the field is checked, , the computer will generate an HSC Secondary Item data sheet for the PSD being entered. The user will then be required to enter "MAMS" Quantity, Amount, and %UC data for a minimum of one Fiscal Year (FY).
- MAMs are replaceable assemblies (modules) required for a process of progressive or selected module substitution to identify faulty or failed modules.
- The HSC PM is required to provide funding for all MAMS requirements - before and after MSD.

INCOs (Installation and Check-Out) - This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No.

- This field indicates whether or not the user requires an HSC Secondary Item Funding Requirements data sheet (NAVSUP 1392) to enter INCO kit dollar requirements (either initial (I&C-I);or replenishment (I&C-R));for the nine-year period addressed in the Procurement Plan Block. That is, when the field is checked, the computer will generate an HSC Secondary Item data sheet for the PSD being entered. The user will then be required to enter "INCOS" Quantity, Amount, and %UC data for a minimum of one FY.
- The HSC PM is required to provide all funding for INCO requirements - before and after MSD. The OPNAV Sponsor references the NAVSUP Form 1392 to track INCO funding requirements.

DEPOT/OBRPS (Depot Stock/ On-Board Repair Parts) - This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No.

- This field indentifies whether or not the user requires an HSC Secondary Item Funding Requirements data sheet (NAVSUP 1392) to enter Depot and/or OBRP dollar requirements for the nine-year period addressed in the Procurement Plan Block. That is, when the field is checked the user will then be required to enter either "DEPOT" Quantity, Amount and %UC or "OBRP" Quantity, Amount, and %UC data for a minimum of one FY.
- The HSC PM is required to procure initial OBRPs and Depot requirements for any equipment installations with MRDs that occur before MSD. The OPNAV Sponsor references the NAVSUP Form 1392 to track interim funding requirements. When interim support is not required for DEPOT/OBRPS, the PSICP budgets for DEPOT/OBRPS.

Source Of Repair Indicate the depot assigned as the designated overhaul point.

- **Navy** (up to 30 alpha-numeric characters) - This is an optional field. Users may identify the Navy Designated Overhaul Point (DOP), if applicable. If not yet assigned by name, users may indicate whether the DOP will be Government operated.
- **Commercial** (up to 30 alpha-numeric characters) - This is an optional field. Users may identify the commercial DOP, if applicable. If not yet assigned by name, users may indicate whether the DOP will be Contractor operated.

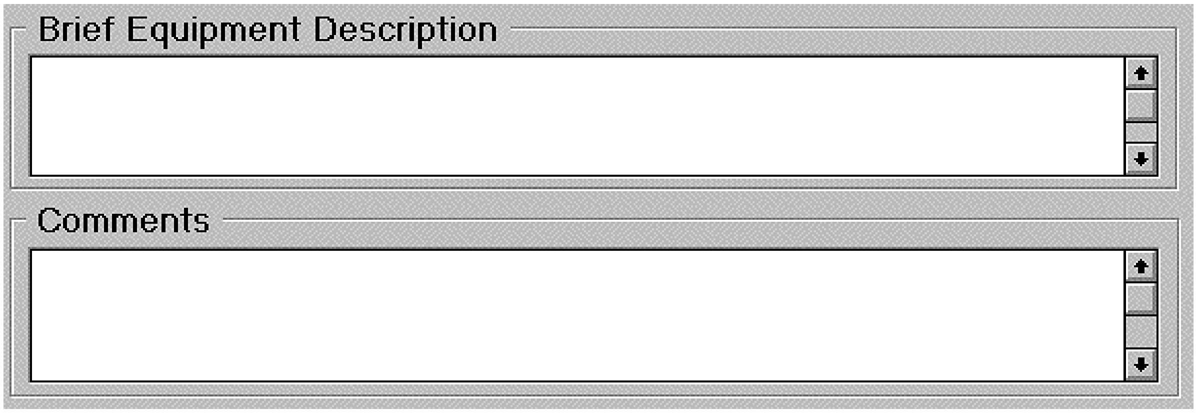
GPETE Required For This Program - This is a "check box" field. A check signifies Yes; no check signifies No. The default is "unchecked," or No.

- Used to identify PSD End Items that have a requirement for General Purpose Electronic Test Equipment (GPETE). This information is used to insure timely budgeting for these items.
- If GPETE is required for the End Item identified for the given PSD, click in the "GPETE Required For This Program" checkbox.

Back to Beginning of Section, Beginning of Page

End Item Briefs and Comments Section

The End Item Briefs and Comments Section consists of two parts: the Brief Equipment Description and the Comments.



Brief Equipment Description - This is an optional field in which the user may enter a description of the equipment/system/alteration sufficient enough to indicate its function and relationship to a Weapon System.

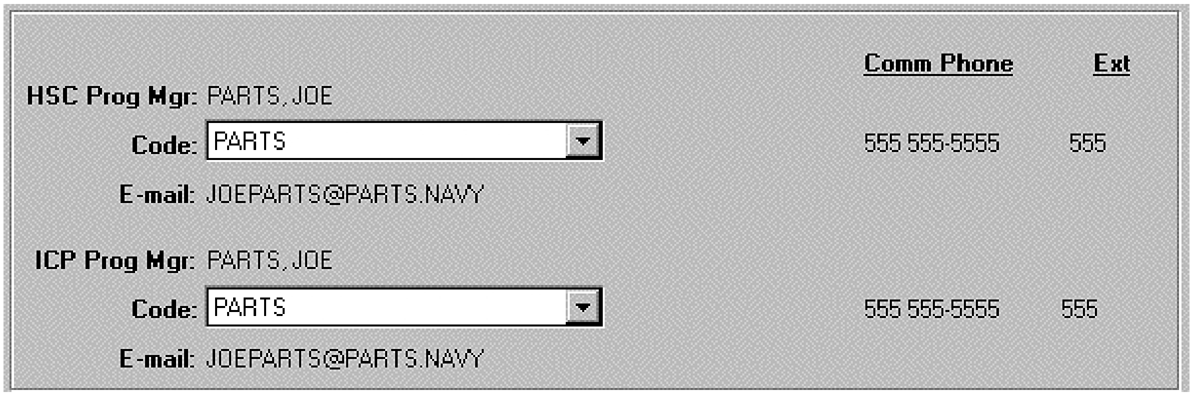
Comments (End Item) **-** This is an optional field used to explain any special or unusual situations that impact program support. Examples include: if a warranty exists, indicate it here and include the length and items covered; if an ECP is pending; a retrofit; a new acquisition replacing another equipment; change in serial number; an ongoing contract still valid for a future year buy; an explanation of "X" used in the Support Responsibility Code (SRC) or Allowance Type Code (ATC) fields of NAVSUP Form 1390/1.

Including all pertinent explanatory information in the comments field precludes questions from PSD reviewers. It is imperative that PMs review and modify the comments as appropriate since the information provided often clarifies PSD information.

Back to Beginning of Section, Beginning of Page

PSD Points of Contact Section

This section identifies the HSC and ICP Points of Contact for the End Item displayed on the PSD.



		Comm Phone	Ext
HSC Prog Mgr:	PARTS, JOE		
Code:	PARTS	555 555-5555	555
E-mail:	JOEPARTS@PARTS.NAVY		
ICP Prog Mgr:	PARTS, JOE		
Code:	PARTS	555 555-5555	555
E-mail:	JOEPARTS@PARTS.NAVY		

Manager Name (HSC and or ICP - up to 18 alpha-numeric characters) - This field is system-loaded, and it identifies the designated single point of contact for all data related to the end item equipment for which the PSD is submitted. Format is: last name, first name (or first name initial). Examples: "Smith, Joe" or, "Smith, J." This field is linked to the "Manager Code" field and is automatically filled when the manager code is entered by the user. See the Manager Code description for further instructions.

Manager Code (HSC and or ICP - up to 15 alpha-numeric characters) - This field is selected by the user from a Pull-Down list. It identifies the organizational code for the given HSC/ICP PM Representative. To populate this field:

- Select the organizational code for the HSC/ICP PM representative from the pull-down menu. Once the desired PM Code is selected, , the manager's name, phone numbers and e-mail data will automatically be filled in on the PSD.
- Requests for modifications or additions to the authorized list of HSC Managers should be directed to the PARTS Help Desk at (301) 744-6711.
- Requests for modifications or additions to the authorized list of ICP Managers should be directed to Ernie Mader (Code 05731D) Commercial (717) 605-2859 DSN 430-2859

Commercial Phone (HSC and or ICP - 11 alpha-numeric characters) - This field is system-loaded, and it identifies the commercial telephone number for the HSC/ICP PM Representative. This field is linked to the Manager Code field and is automatically filled when the manager code is entered by the user. See the Manager Code field description for further instructions.

E-mail - This field is system-loaded, and it identifies the e-mail address for the HSC/ICP PM Representative.This field is linked to the Manager Code field and is automatically filled when the manager code is entered by the user. See the Manager Code field description for further instructions.

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 12 October 1999. Updated Installation Search button section screen and text.
Revised 3 February 2000. SRC U description updated and SRC W code and description removed.
Revised 7 March 2000. DOD Authorization Bill excerpt for decomm ships added to SRC description.
Revised 21 June 2000. UTC descriptions for 'T' and 'C' updated to more accurately identify the responsible command.
Revised 17 August 2000 - Added 'Start Date' to the list of selections for the 'Sort by' pull-down list.
Revised 26 March 2001 - Corrected Help Desk area code in the "Installing Activity" field description.
Revised 4 May 2001 - Added description for new SRC of "E".
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 17 October 2001 - Reworded the Copy Install Records instructions to more clearly differentiate between the "target" and "source" PSD.

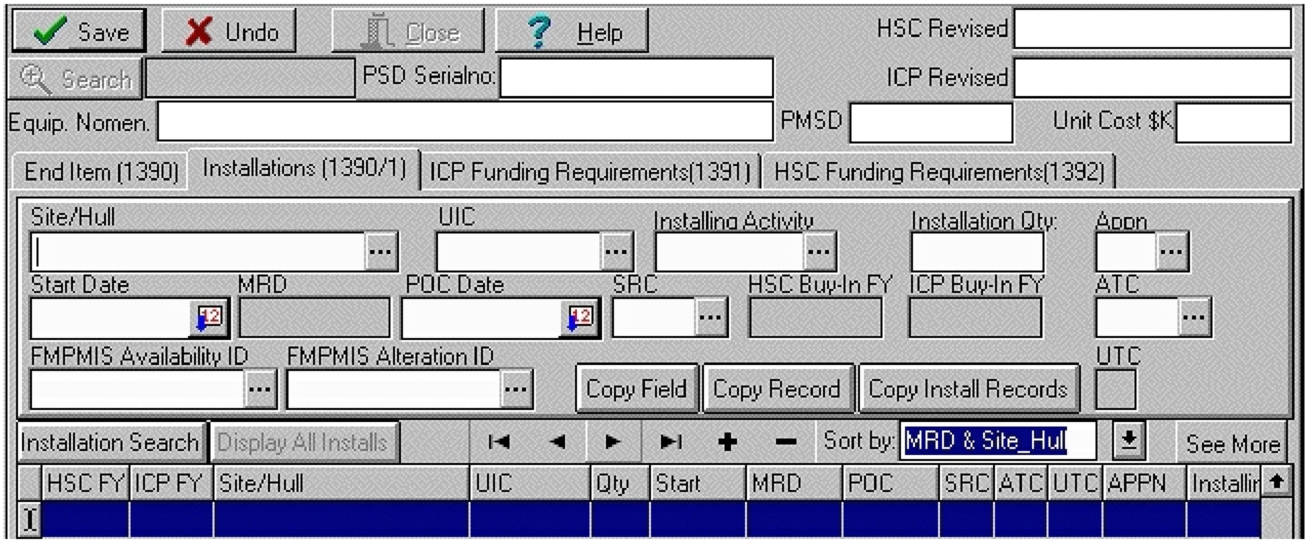
NAVSUP 1390/1 - Equipment Installation Form

NAVSUP Form 1390/1, the Equipment Installation Form, identifies the activities where Equipment will be installed or a configuration change will be performed. It also identifies whether the HSC or the PSICP will budget for the initial OBRP allowances required by the End Item, and it identifies the fiscal year in which those items will be budgeted. NAVSUP Form 1390/1 is prepared by the HSC PM and must reflect the latest procurement plan approved in the FYDP. This schedule reflects the results of negotiations between the HSC PM and the PSICP as to who will buy the initial OBRP allowances and when.

Installation information provided includes the Support Responsibility Code (SRC), which identifies who is providing the support for each Equipment installation; the Allowance Type Code (ATC), which identifies the computational model used to generate the OBRP allowances for each site; the APPN, which identifies the Appropriation of the funds used to procure the End Item; and the User Type Code (UTC), which identifies the end-use customer category for Buy-Out budget considerations. Users can access help on a field by pressing the **F1** key while the cursor is in the field.

NAVSUP 1390/1 Screen: Operation and Features

The 1390/1 form screen is shown below. A description of the operation and various features follows: NAVSUP 1390/1 Screen Operation Overview, Screen Unique Buttons, NAVSUP 1390/1 Data Fields


Save
Undo
Close
Help
HSC Revised
Search
PSD Serialno
ICP Revised
Equip. Nomen.
PMSD
Unit Cost $K
End Item (1390)
Installations (1390/1)
ICP Funding Requirements(1391)
HSC Funding Requirements(1392)
Site/Hull
UIC
Installing Activity
Installation Qty:
Appn
Start Date
MRD
POC Date
SRC
HSC Buy-In FY
ICP Buy-In FY
ATC
FMPMIS Availability ID
FMPMIS Alteration ID
Copy Field
Copy Record
Copy Install Records
UTC
Installation Search
Display All Installs
See More
HSC FY
ICP FY
Site/Hull
UIC
Qty
Start
MRD
POC
SRC
ATC
UTC
APPN
Installir

Sort by: MRD & Site_Hull

NAVSUP 1390/1 Screen Operation Overview

The 1390/1 form consists of one or more installation data records. The records are displayed on the 1390/1 screen in a **browse section** and an **edit section**. The browse section, which is located in the lower half of the screen, is a view-only listing of the installation records for the PSD being viewed. The upper section of the 1390/1 screen is the edit section and contains the individual data fields that make up the installation record. The edit section displays the data fields for the installation record currently highlighted in the browse section.

Note: Data can only be updated in the edit section; the browse section is always "view only."

To move from one installation record to another, click the right (next record) and left (previous record) arrows in the Navigation bar, located between the edit and browse sections.

NAVSUP 1390/1 Screen Unique Buttons

The following is a listing of the buttons unique to the 1390/1 with a description of their function. These buttons are located on the bar separating the **edit section** of the NAVSUP 1390/1 screen from the **browse section**.

The buttons are: Copy Field, Copy Record, Copy Install Records, Installation Search/Display all Installs, Sort by, See More/See Less, Navigation Bar

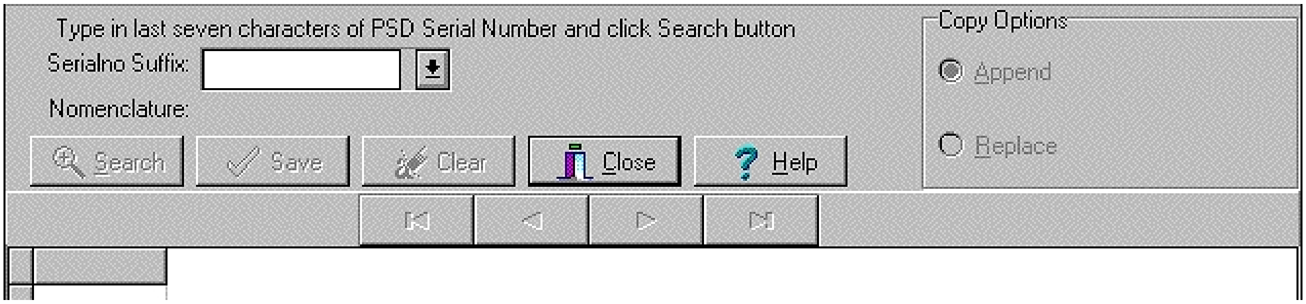
Copy Field
Copy Record
Copy Install Records

Copy Field: Click on this button to copy the field value from the previous installation record to the field in the following record (the cursor must be in the field to be copied to).

Copy Record: Click on this button to copy all the values from the installation record where the cursor is currently located to a newly created line below it.

Copy Install Records: Click on this button to display the screen shown below. This feature is used to copy the installation records from the Installation Data Schedule (NAVSUP Form 1390/1) of one PSD to another. This is a time-saving feature that can be used when a PSD for an existing end item in PARTS has an installation schedule that is similar to that of an end item on a PSD being updated. **NOTE**: The PSD you are updating when you click the **Copy Install Records** button is the "Target" PSD. That is, the PSD you will be copying records to. The PSD that is retrieved on the Copy Install Records screen is the "Source" PSD. That is, the PSD you will be copying records from.

Important Note: Installation records can only be copied to a valid PSD (i.e., a PSD with a PARTS serial number). Therefore, if the user is adding a new PSD, it must first be saved to PARTS and have a computer-assigned serial number. For new PSD adds, it is recommended that the user initially enter only one installation record. This will be sufficient to commit the PSD and allow installation data to be copied to the newly entered PSD.

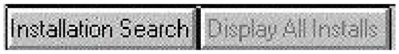


To copy install records:

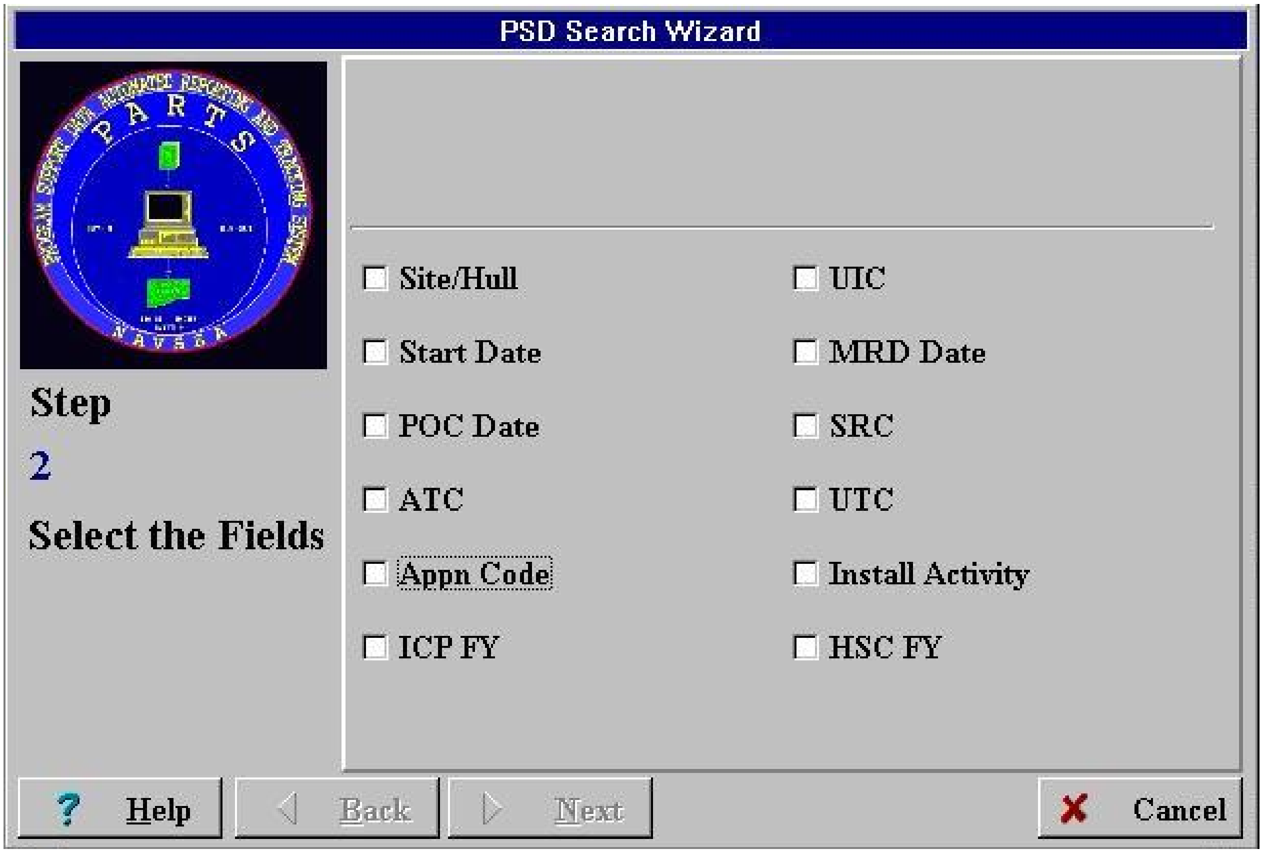
1. After you have clicked the **Copy Install Records** button on the target PSD and the copy install screen is displayed, type in the last seven characters of the PSD Serial Number of the source PSD to be copied from (or click the arrow button at the far right of the field to activate a pull-down list of available PSDs, and select the desired one) and click the **Search** button. The installation records for the source PSD will display in the lower section of the screen.
2. Select a **Copy Option**:
    - To retain the installation records that are presently contained in the target PSD and add the records coming from the source PSD, select the **Append** option.
    - To delete the existing installation records of the target PSD and replace them with the installation records of the source PSD, select the **Replace** option.
3. Click the **Save** button.
4. When the copy process is complete, the message: "**Installation Records Copied**" will display. Click the **OK** button.
5. To copy installation records from another PSD, click the **Clear** button and repeat steps 1-3. Otherwise, click the **Close** button to return to the 1390/1 (Installation) form of the target PSD.

    Important: Once the new records are copied, you must ensure that the total "Installation Quantities" and Appropriations for the installations are equal to the total quantities and Appropriations on the Procurement Plan on NAVSUP Form 1390. The data changes cannot be committed until this condition is met.

Installation Search/Display All Installs: The **Installation Search** button enables you to query the installation data for specific records on the PSD being viewed. For example, if you wanted to view only the "CVN" ship installations for a PSD being updated, you could do a search for "CVN*" on the Site/Hull field to retrieve only those records.

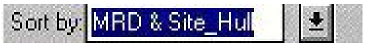


Click on the **Installation Search** button (shown above) to display the **Search Wizard** screen shown below.


PSD Search Wizard
PARTS
PROGRAM SUPPORT DATA AUTOMATED REPORTING AND TRACKING SYSTEM
NAVSEA
Step
2
Select the Fields
☐ Site/Hull
☐ UIC
☐ Start Date
☐ MRD Date
☐ POC Date
☐ SRC
☐ ATC
☐ UTC
☐ Appn Code
☐ Install Activity
☐ ICP FY
☐ HSC FY
Help
Back
Next
Cancel

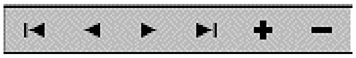
Click the checkboxes for the field(s) you wish to query on. Once all the desired fields have been checked, click the **Next** button. On the subsequent screens, you will be prompted to enter your search data (step 3), and select a sort order (step 4). On each screen, click the **Next** button to continue, or the **Back** button to return to a previous screen to change your parameters. If records were found for the search data entered, they will be displayed on the final screen. Click the **Finish** button and you will be returned to the installation screen with the applicable records displayed. To have all the installation records displayed again, click the **Display All Installs** button**.**

Sort by - This button activates a pull-down listing of alternative sorting fields for the NAVSUP 1390/1 installation records. Choices are MRD & Site Hull, ICP FY & UTC, Site Hull, Start Date, POC, UIC & MRD, ICP FY & UIC, HSC FY & UTC, and HSC FY & Site Hull.


Sort by: MRD & Site_Hull

See More/See Less - These buttons are used to display more or fewer installation records in the browse screen section of the 1390 screen. The default is the "See Less" setting, which displays seven (7) install lines and the edit section. The "See More" selection will display twelve (12) install lines, but the edit section of the 1390/1 Form will no longer be displayed (Because of this, the 'Add Record', or '+' symbol is not available on the Navigation Bar when in the 'See More' mode.)

Navigation Bar - The navigation bar (shown below) is used to move the cursor among the installation records as well as add and delete records. Descriptions of the keys, starting from the left and moving right, follow.



First Record - The first button at the far left on the navigation bar. Click this button to send the cursor to the first record listed on the PSD being viewed.

Previous Record - The second button from the left on the navigation bar. Click this button to send the cursor to the previous record listed on the PSD being viewed. That is, the cursor will move up one record on the browse screen.

Next Record - The third button from the left on the navigation bar. Click this button to send the cursor to the next record listed on the PSD being viewed. That is, the cursor will move down one record on the browse screen.

Last Record - The fourth button from the left on the navigation bar. Click this button to send the cursor to the last record listed on the PSD being viewed.

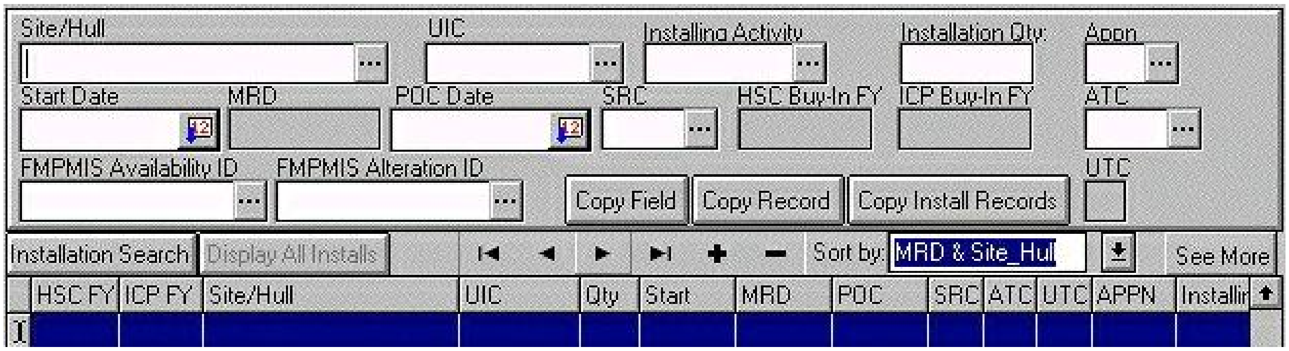
Add Record - The fifth button from the left on the navigation bar. Click this button to insert a blank line. From this point, you can enter a new installation record. This button is not available when the "See More" option is being used.

Delete Record - The last button on the navigation bar. Click this button to delete the line at the cursor's current location.

Back to Beginning of Section, Beginning of Page

NAVSUP 1390/1 Data Fields

The following is a list of the data fields contained in the NAVSUP 1390/1 form. Information provided includes: whether a field is Mandatory, Optional, or System Generated; descriptions of the data elements; and data base validations (requirements).


Site/Hull
UIC
Installing Activity
Installation Qty:
Appn
Start Date
MRD
POC Date
SRC
HSC Buy-In FY
ICP Buy-In FY
ATC
FMPMIS Availability ID
FMPMIS Alteration ID
UTC
Copy Field
Copy Record
Copy Install Records
Installation Search
Display All Installs
See More
HSC FY
ICP FY
Site/Hull
UIC
Qty
Start
MRD
POC
SRC
ATC
UTC
APPN
Installin

Sort by: MRD & Site_Hull

The following fields are described:
HSC FY Column, ICP FY Column, Installation Site/Hull, UIC, EQP PER, Start Date, MRD, POC Date, SRC, ATC, UTC, APPN, Installing Activity

HSC FY Column - This is a mandatory entry when the SRC field contains one of the following codes:

- C = Contractor (Interim)
- I = Interim Support by Navy Activity
- L = Contractor (Life)

Each installation whose MRD occurs prior to the MSD (entered in the PARTS Logistics Data Screen) and requires On Board Repair Parts (OBRPs) must have an HSC FY entry.

- Identify the fiscal year in which initial OBRP interim support is being funded by the HSC (the ICP FY must be blank). As a rule of thumb, the HSC FY Column is manually determined by subtracting the Spares PLT (see the NAVSUP 1392 form instructions for the Spares PLT description) from the MRD.
- If an installation MRD occurs after MSD, the initial OBRP funding is the responsibility of the PSICP. In this case, the HSC FY Column will be blank and the SRC field must be filled with an "N" (signifying ICP or Navy Support).

ICP FY Column - Identifies the fiscal year that ICP budgets NWCF funding to procure shipboard/shore site allowances. This is a mandatory entry by the PSICP when the SRC field contains one of the following:

- N = Full Navy (ICP) Support (includes Direct Vendor Delivery contractual support).
- P = Partial Navy (ICP) Support.
- 2 = Enclosure 2 (requires that NWCF procurements > $200K first receive NAVSUP approval).

Installation Site/Hull (up to 20 alpha-numeric characters) **-** This is a mandatory field that identifies hulls or shore activities that will receive the End Item. This field is linked with the UIC field. When a valid entry is entered for either one, the corresponding value for the other field will automatically be filled.

Use the following guidelines to populate this field:

- **Ships:** The format for ship entries is: "SHIP TYPE (one blank space) SHIP HULL NUMBER". Examples: "FFG 0055", "CVN 0074", "DDG 0082". When entered in this format, the corresponding UIC value for the ship entered will automatically be filled in when the user tabs out of the Site/Hull field.
- **Shore Sites:** In contrast to ship entries, most "shore site" entries are quite long (up to 55 characters). The ideal method for entering Shore Site entries is to type in the UIC and press the Tab key. This will automatically retrieve the corresponding Site/Hull value. If the UIC is not known, type in the entire activity name. But be advised, if the text entered does not exactly match the database entry, it will not be found. For example, NAVSEA's site hull entry is "COMNAVSEASYSCOM WAS." If one letter is out of place, it will not load. A quicker way to find and load this entry would be to type "COMNAVSEA" in the Site/Hull field, then click the look-up screen button ... located to the far right of the field . This will retrieve a lookup screen with only the NAVSEA entry displayed. Then click the **OK** button, and the activity will be loaded to the Site/Hull field. If the partial text string entered retrieves multiple entries (which it often will), scroll through the list to find the desired one, click on it to select it, and then click the **OK** button.
- **Note: If the desired site cannot be found, use the UIC Index utility located in the "Utilities/User Utilities" menu option to search for it. Once found, note the UIC, and use that to load the site.**

- If the Installation Site/Hull is unknown, enter either a "TBD" entry, or "TUIC". TBD and TUIC tell the ICP that the exact activity receiving this End Item is unknown.
  NOTE 1: There are several variations of "TBD" contained in the Site/Hull lookup table. For example, TBD SHORE SITE, TBD BACKFIT SHIP. To see a complete listing of all TBD entries, type "TBD" in the Site/Hull field and click the button located at the end of the field.
  NOTE 2: A valid Site/Hull entry and UIC must be used for Installation Sites if the MRD (Material Required Date) for that activity occurs in the current Fiscal Year or the next two. For example, if the current Fiscal Year is 2000, a TBD entry or TUIC cannot be entered for any installation with an MRD that falls in FYs 2000, 2001 or 2002.

- TBD entries and TUIC may be used interchangeably if the quantity entered in the EQP PER field is one. When the quantity is greater than one, the two terms are interpreted by the ICP as follows:
  - If a "TBD" entry is used and the quantity in the EQP PER field is greater than one, the ICP will assume "x" number of equipments are being installed at separate sites. For example, if a "TBD"

    - entry is entered and the EQP PER quantity is 4, the ICP will budget for four sets of spares.
    - If "TUIC" is used and the quantity entered in the EQP PER field is greater than one, the NAVICP-M will budget under the assumption that all equipments are being installed at one site/hull. In this case, NAVICP-M uses predetermined factored quantities that are less than one per installed equipment.
- This field may contain End Item procurements for other military services. These entries are currently preceded by "TBD". For example, "TBD ARMY SITE", "TBD AIR FORCE SITE". This information is required by the ICP to program additional wholesale system stock required in order to support the end item for the specified military service.
- Do not include Battle spares and rotatable pools. Do not include Foreign Military Sales (FMS) requirements.

UIC (Unit Identification Code) (5 alpha-numeric characters) - This is a mandatory field used to identify organizational entities within the Department of the Navy. This field is linked with the Site/Hull field. When a valid entry is entered for either one, the corresponding value for the other field will automatically be filled.

EQP PER (Equipment Per Installation) (4 numeric characters) - This is a mandatory field that identifies the number of operational equipments per site/hull. This information allows the PSICP to properly calculate allowance quantities for the site/hull and initial and follow-on support requirements for the supply system.

> **IMPORTANT**: the Inventory Objective on the Procument Plan section of NAVSUP 1390 for the OPN, APN, WPN etc.. appropriation, MUST equal the sum of all equipment installations on NAVSUP 1390/1 with the same APPN Code; the Inventory Objective for the SCN appropriation MUST equal the sum of all equipment installations with an APPN Code of "SCN". If the quantities do not equal, a detailed error message will display identifying the quantites contained in each section. The mismatch must be corrected before any changes can be saved.

Start Date (Installation Start Date) - This is a mandatory field. Entries in this field contain the month and year. For example, a Start Date of October 2000 is shown as "10/2000."

Use the following guidelines to populate this field:

- Indicate the month/year that installation work will commence, e.g., show an October 2000 start date as "10/2000."
- If the equipment is to be installed during an overhaul or restricted availability and the specific start date is not known, use the start date for the overhaul or restricted availability as the Installation Start Date.
- The Installation Start Date is also the MRD for INCOs and MAMs.
- An Installation Start Date cannot be greater than a POC Date. If you type an Installation Start Date that is greater than the POC Date, you will receive an error message.

MRD (Material Required Date). This is a system-generated (calculated) field.

- MRD is the month/year that the OBRPs/Spares are required at the installing site/hull in order to support the End Item.
- OBRP/DEPOT spares support must be funded by the HSC Program Office for all installations with MRDs before MSD.
- PARTS will automatically calculate the MRD based on the User Type Code (UTC) and Preliminary Operational Capability (POC) date, as follows:
    - If UTC = S, then MRD = POC - 12 months
    - If UTC = 7, B, G, V, or X, then MRD = POC - 6 months
    - If UTC = C, M, H, R, or T, then MRD = POC - 3 months

POC Date (Preliminary Operational Capability Date). This is a mandatory field. Entries in this field contain the month and year. For example, a POC Date of October 2000 is shown as "10/2000."

Use the following guidelines to populate this field:

- The POC Date is the month/year that an End Item can be used by the operational unit and is normally prior to the Initial Operational Capability (IOC) Date. POC is equivalent to IOC for End Items that are not part of a shipbuilding program.
- The POC Date for End Items to be installed in new construction and conversion ships (SCN funded) is the ship Estimated Delivery Date.
  NOTE: To see the latest Estimated Delivery Date (EDD) as listed in the current SCN Schedule, place the cursor in the Site/Hull field with the ship of interest displayed and click the button located at the end of the field.
- The POC Date for ships in a private yard is the date the ship arrives at a Navy shipyard. For ships already contained in a Navy shipyard, the POC Date is the date when operational trials and fitting-out are complete.
- The POC Date for End Items installed during overhauls, restricted availabilities, etc. is the overhaul or availability completion date.
- The POC Date for End Items installed on new construction nuclear submarines is the date of the Fast Cruise at the ship yard.

SRC (Support Responsibility Code) (1 alpha character) **-** This is a mandatory field that specifies the type of support provided for each End Item installation and the responsible organization (HSC, PSICP) providing the support.

IMPORTANT: Please note the following excerpt taken from the DOD Authorization Bill in regards to funding for ships that are scheduled for decommissioning:
"None of the funds provided in this Act and hereafter shall be available for use by a military department to modify an aircraft, weapon, ship or other item of equipment, that the military department concerned plans to retire or otherwise dispose of within 5 years after completion of the modification: Provided, That this prohibition shall not apply to safety modifications: Provided further, That this prohibition may be waived by the Secretary of a military department if the Secretary determines it is in the best national security interest of the United States to provide such waiver and so notifies the congressional defense committees in writing."

The following are SRCs used to indicate HSC support. They are typically (but not exclusively) assigned by the HSC Program Manager:

- C = The Contractor will provide support for the End Item during the interim period prior to MSD.
- I = A Navy activity will provide support for the End Item during the interim period prior to MSD. Identify the specific Navy Activity that will provide the support in the End Item Comments Block.
- L = The Hardware Systems Command program office will provide support (via a contractor or a government activity) for the life cycle of the end item.

The following are SRCs used to indicate ICP support. They are typically (but not exclusively) assigned by the ICP Program Manager:

- N =Full Navy (ICP) Support (includes Direct Vendor Delivery contractual support)..
- P = Partial Navy (ICP) Support.

The following are Other SRCs:

- X = Other. If an "X" is entered, it must be explained in the End Item Comments Block.
  Caution: The quantities for installation lines with an SRC of "X" will not be included in SEA 04/OPNAV Outfitting budgets. Use only when appropriate.
- D = Decommissioned ships.
- E = Unfunded. Identifies PSD installations that have initial spares requirements identified but are currently unfunded. They will be used by OPNAV 412 to quantify initial spares funding shortfalls.
- U = Unsupported. Assigned to installations where the MRD < PMSD and SRC is not equal to L, C, I, X,

D, 1, or 2. This informs the HSC that NAVICP will not fund for spares, and that interim funding is required for DEPOT/OBRP support.

- 1 = Enclosure 1. This code is assigned by the ICP to installations that have been identified as "Procurements to be Cancelled." Although Enclosure 1 ships will be excluded from ICP procurements, they may still require HSC spares funding. HSC Program Managers are urged to review their PSDs to determine whether or not any Enclosure 1 installations still require funding.
- 2 = Enclosure 2. This code is assigned by the ICP to identify procurements that have been identified as ones requiring NAVSUP approval for NAVICP NWCF funding over $200K. No special action is required of HSC Program Managers for these installations.

ATC (Allowance Type Code) (3 alpha-numeric characters) - This is a mandatory field that identifies the computational model used for calculating allowances and system stock requirements. The ATCs described are initial recommendations by the PM. The ATC for Trident equipment requires the appropriate three-digit Military Essentiality Code (MEC). MECs are defined in NAVMATINST 4423.7 , dated 22 August 1980, for Hull, Ordnance, and Electronic equipment and in SSPINST 4423.27B, dated 9 July 1974, for Strategic Weapon Systems (SWS) equipment. Acceptable MECs are: 095, 098, 101, 104, 107, 110, and 116.

Enter one of the following:

- 001= FLSIP
- 00A=Sparing to Availability (Ao) or Readiness Based Sparing (RBS).
- 00X=Other. This entry should be explained in the End Item Comments Block.
  CAUTION: Install lines that are coded with "00X" will be excluded from (1) ICP "Allowance" calculations used in determining initial spares budgets (they still *will* be included in TWAMP calculations used for System Stock funding) and (2) SEA 04/OPNAV spares outfitting budgets.

- 095 = MEC (Trident SSBNs only) - low degree of support
- 098 = MEC (Trident SSBNs only) - /|\
- 101 = MEC (Trident SSBNs only) - |
- 104 = MEC (Trident SSBNs only) - |
- 107 = MEC (Trident SSBNs only) - |
- 110 = MEC (Trident SSBNs only) - \|/
- 116 = MEC (Trident SSBNs only) - high degree of support

UTC (User Type Code) (1 alpha-numeric character) - This is a system-generated field that specifies the end-user funding category for "Buy-Out" budget purposes. This data is required by the NAVSEA outfitting account managers for budget development. This data is used in conjunction with POC dates to calculate the corresponding MRD.

The following is a list of UTCs:

- B = Backfit Navy ships or units. Ships that do not fit the criteria for UTCs of "7," "V," or "S."
- C = COMNAVCOMTELCOM sites. Naval Telecommunications Command sites receiving initial outfitting support for Navy-procured equipment.
- G = Coast Guard hulls receiving Navy-procured equipment.
- H = Shore sites other than telecommunications or training sites
- M = Fleet Mobile Operating Units. Identifies Fleet Mobile Operating Units that deploy on-board U.S. Navy Ships. Examples of "M" installations include Explosive Ordnance Disposal (EOD) teams, Marine Air Groups, and SEAL Team Detachments.
- R =Torpedo and Missile Rework Facilities
- S = SCN funded programs
- T = Training. Sites under the Command of the Chief of Naval Education and Training (CNET) receiving initial support of Navy-procured equipment. (Does not include Aegis training sites.)
- V = SAC 207 Aviation ships and Marine Air Groups allowances funded by COSAL account (i.e., CV, CVN, LHA, LHD, LPH and MALS for DLRs only).

- X = Other. A UTC of "X" must be explained in the End Item Comments Block.
  CAUTION: Install lines that are coded with a UTC of "X" will be excluded from (1) ICP TWAMP calculation and therefore the System Stock funding computation and (2) SEA 04/OPNAV spares outfitting cost computations.
- 7 = Used aboard ships or fleet units which carry storeroom items as supply system stock (known as Special Accounting Class (SAC) 207 stocks).

APPN (Appropriation) **-** This is a mandatory field that identifies the appropriation funding dollars used to procure the end item for a given installation. Selection is limited to the appropriations identified in the Procurement Plan section of NAVSUP Form 1390. Current values are OPN, APN, WPN, PDW and SCN.

Installing Activity - This is a mandatory field that identifies the activity that will install the End Item (e.g., contractor, naval shipyard, tender, Tiger Team, Equipment Installation Team (EIT), etc.). The user is restricted to the values displayed in the pick-list. If you have a valid entry that is not listed, contact the PARTS Help Desk at (301) 744-6711 to have it added (subject to the approval of the Navy PSDC).

FMPMIS Availability ID

- Future

FMPMIS Alteration ID

- Future

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents	Part3: Connecting to PARTS
Part1: Intro to PSD and PARTS	Part4: Database Basics
Part2: The PSD Forms	Part5: PARTS Operation

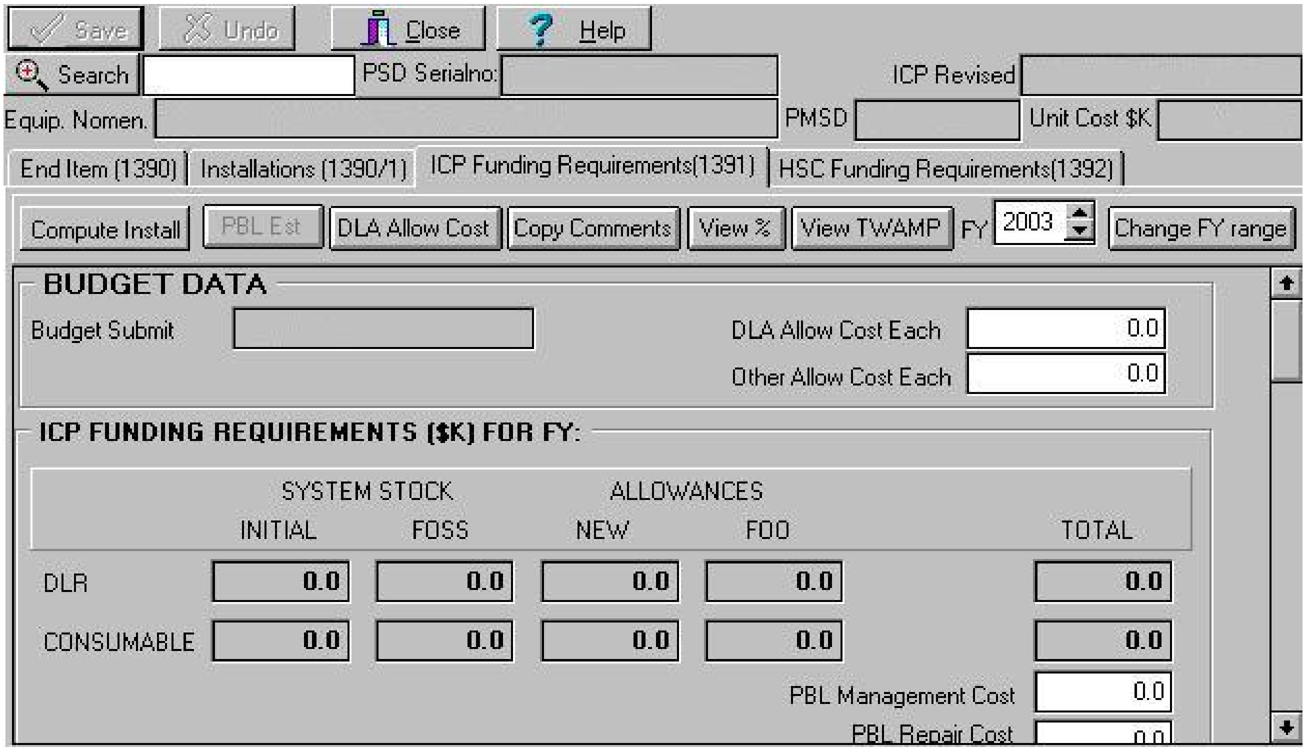
Revised 29 Sept 1999 - Added items for new DVD functionality (DVD Mgt Button and DVD/DVS Management field topics).
Revised 28 April 2000 - Updated DVD/DVS Management references to PBL Management.
Revised 2 Aug 2000 - Added PBL Repair Cost field and updated affected screens.
Revised 9 May 2001 - Updated "DLA and Other Allow Cost Each" field descriptions to reflect new feature that allows updated field value to be copied to subsequent fiscal years.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 27 November 2002 - Added field description for new field Commodity Group Code. Also updated screen shots to reflect new field addition as well as the relocation of the Weapon System Code and the removal of the MAMS and I/C fields (ICP Revised Date field was also removed from the "ICP Requirements" section of the 1391, as it already displays at the top of the screen)..

NAVSUP 1391 - ICP Secondary Item Budget Form

NAVSUP Form 1391, the ICP Secondary Item Budget Form, is applicable only to the NAVICP-M(echanicsburg) Program Manager and is used to establish ICP secondary item funding requirements for an End Item.

NAVSUP 1391 Screen: Operation and Features

The top portion of the 1391 form screen is shown below**.** A description of the operation and various features follows:
Unique Buttons, Creating a New 1391 Form, Field Descriptions


Save
Undo
Close
Help
Search
PSD Serialno:
ICP Revised
Equip. Nomen.
PMSD
Unit Cost $K
End Item (1390)
Installations (1390/1)
ICP Funding Requirements(1391)
HSC Funding Requirements(1392)
Compute Install
PBL Est
DLA Allow Cost
Copy Comments
View %
View TWAMP
Change FY range
BUDGET DATA
Budget Submit
ICP FUNDING REQUIREMENTS ($K) FOR FY:

FY 2003

DLA Allow Cost Each 0.0

Other Allow Cost Each 0.0

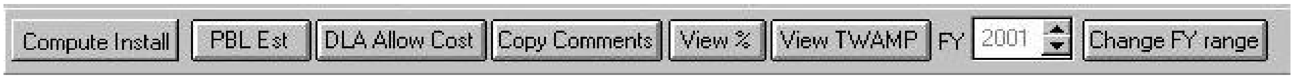
	SYSTEM STOCK INITIAL	SYSTEM STOCK FOSS	ALLOWANCES NEW	ALLOWANCES FOO	TOTAL
DLR	0.0	0.0	0.0	0.0	0.0
CONSUMABLE	0.0	0.0	0.0	0.0	0.0

PBL Management Cost 0.0

PBL Repair Cost 0.0

NAVSUP 1391 Unique Buttons

The following buttons are located between the ICP Funding Requirements tab and the Budget Data form: Compute Install, PBL Est, DLA Allow Cost, Copy Comments, View %, View TWAMP, and Change FY range.


Compute Install
PBL Est
DLA Allow Cost
Copy Comments
View %
View TWAMP
Change FY range

FY 2001

Compute Install - This button is used to run programs that determine the appropriate Support Responsibility Codes (SRCs) and ICP FY budget values on the Installation Schedule (NAVSUP 1390/1), and the Allowance and TWAMP quantities which are used in the final 1391 budget calculations.

PBL Est - This button is used to compute values for the **PBL Management Cost** and **PBL Repair Cost** fields. Click on this button to display the PBL Cost Estimate screen. The user then selects the desired parameters from the resulting screen to be used in the PBL field(s) computation (TWAMP x End Item Cost x STD% = Cost Estimate).

DLA Allow Cost - This button is used to compute values for the **DLA Allowance Cost Each** field. Click on this button to be given the choice to compute for NDI or non-NDI values.

Copy Comments - This button is used to copy 1391 comments from the current Fiscal Year (FY) of the PSD being viewed to subsequent FYs in the same PSD.

View % - This button is used to display a view-only screen of the Standard Percentages values used for computing the ICP budget requirement values.

View TWAMP - This button is used to run and view the Time Weighted Average Months Program (TWAMP) values for the PSD being viewed. Once run, the report can be sent to a designated printer.

Change FY Range - This button is used to change the Fiscal Year range for a PSD. When pressed, it will retrieve the **Add Fiscal Years** screen (step 2 below). You can then set the **First FY** and **Last FY** values as desired and click the **OK** button.

Back to Beginning of Section, Beginning of Page

Creating a New 1391 Form

- **Note: The 1391 form is restricted to NAVICPM users for data input.**

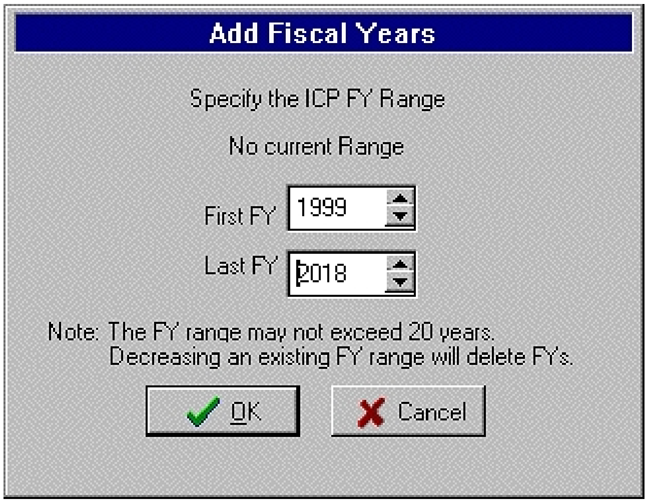
The following conditions must be true before a 1391 form can be created:

1. The 1390 and 1390/1 forms must be completed and saved. That is, you must have a PSD Serial Number for an existing PSD.
2. The **ICP Support Required** field must contain a value of "M" (for NAVICP Mechanicsburg).
3. The PSD must have an ICP Manager Code, and the user attempting to add the1391 form must have that ICP Manager Code in his or her user ID User Access profile. For more information on checking your access capabilities, see the **View User Access** section of this Users Manual. If a PSD does not contain an ICP Manager Code, contact the ICP PSD Coordinator to have one added. Currently the ICP PSD Coordinator is Ernie Mader (717) 605-2859.

When these conditions are met, use the following steps to retrieve a PSD and create the 1391:

1)- Use the **PSD - Edit/View Existing PSD** selection on the PARTS Main Menu bar (PSD Menu) to query the PSD Serial Number from another form screen, for example, the 1390 or 1390/1 screens. To do this, enter the last five (5) numbers of the PSD Serial Number and press the **Enter** key or click the **Search** button.

2)- Click on the **ICP Funding Requirements 1391** tab. A message box will display with the message: "NAVSUP 1391 Form does not exist for this serial number. Would you like to generate the NAVSUP 1391 Form?" Click on the **Yes** button to display the **ICP FY Range** box (below).



Specify the ICP FY Range

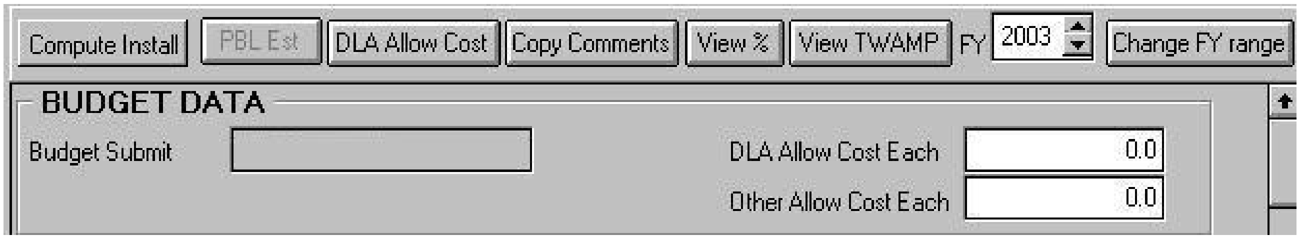
No current Range

First FY 1999

Last FY 2018

Note: The FY range may not exceed 20 years.
Decreasing an existing FY range will delete FY's.

3)- Select a first and last FY parameter, and click the **OK** button. This will create records for the fiscal years selected, and display the 1391 form screen.



FY 2003

BUDGET DATA

Budget Submit

DLA Allow Cost Each 0.0

Other Allow Cost Each 0.0

4)- Initially the Fiscal Year entered for the "First FY" will be displayed. To move between FYs, click the Up/Down arrows on the FY box (located between the "VIEW TWAMP" and "Change FY range" buttons). Or, highlight the FY value using your mouse cursor and type in the desired year. This will automatically retrieve the data for the FY entered. To change the FY range, click the "Change FY range" button. This will retrieve the "Add Fiscal Years" screen shown in step #2 above.

5)- At this point, the key to how the 1391 form is to be completed depends on the Basis of Cost Estimate method selected by the user. The method selected determines which fields will be required, which will not, and the computation process (if any) that will be done. The following table lists the five methods and identifies the Mandatory (M), Optional (O), Computed (C) and Not Applicable (N/A) fields for each one. Fields that are system generated for all methods are not included, as they are "view-only" and can not be directly modified by the user.

NAVSUP 1391 Basis of Cost Estimate Methods: Field Requirements
(M)=Mandatory (O)=Optional (C)=Computed (N/A)=Not Applicable

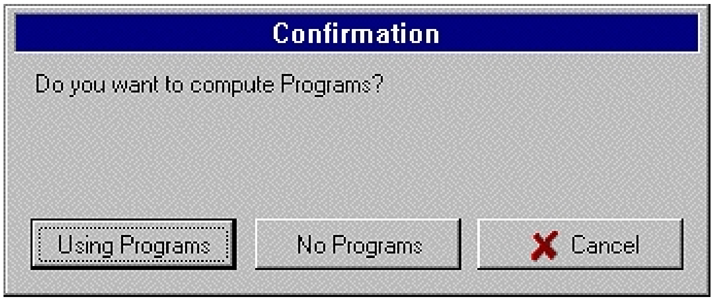
Field Name	Best Estimate orSimilar Equipment	Actual Cost	Level of Effort	No ICP Requirement
Weapon Sys Code	M	M	M	M
Type Buy	M	M	M	N/A
Procurement Type	M	M	M	N/A
Obligation Date	M	M	M	N/A
Review Cycle Begins	M	M	N/A	N/A
PLT	M	M	O	O
End Item Cost	M	M	O	O
DLA Allow Cost Ea	O	O	O	O
Other Allow Cost Ea	O	O	O	O
MAMS / I&C (DLR & Cons)	O	O	O	N/A
Trid Prot Level (DLR & Cons)	O	O	N/A	N/A
Trid Refit Fac LL (DLR & Cons)	O	O	N/A	N/A
Allowance STD%	M (only if #EQP value for OPN, SCN, or Other is greater than zero.)	C	N/A	N/A
Allowance OPN, SCN, Other Total $ (DLR & Cons)	C	O	O	N/A

System Stock STD%	O (only if TWAMP is greater than zero.)	C	N/A	N/A
Total SS Prior YRs (DLR & Cons)	O Can only be updated in the first year of the selected FY range.	O Can only be updated in the first year of the selected FY range.	O Can only be updated in the first year of the selected FY range.	N/A
SS Offset (DLR & Cons)	O	O	O	O
Current FY SS (DLR & Cons)	C	O	O	N/A
Comments	O	O	O	O

- Depending on the Basis of Cost method selected, enter the required data in the fields identified above. Detailed descriptions of each 1391 field appear in this chapter.The following sections will describe the basic process for each of the different Basis of Cost methods.

Best Estimate or Similar Equipment Method

1. Once all mandatory and optional fields (as applicable) have been entered, click the **Save** button to save the data entered. If any mandatory fields are not filled, you will be prompted to fill them. At this point, you will also be prompted to copy the Best Estimate or Similar Equipment value to all subsequent years in the Fiscal Year range. Click on **Yes** to confirm this action or **No** to save the value to the current year only.
2. Next, to have the computer determine the appropriate Support Responsibility Codes (SRCs) and ICP FY budget values on the Installation Schedule (NAVSUP 1390/1), and the Allowance and TWAMP quantities which will be used in the final 1391 budget calculations, click the **Compute Install** button. When clicked, the decision box shown below will be displayed. The **Using Programs** option will both compute and load the Allowance and TWAMP quantities on the 1391 form *and* compute and load the SRC and ICP FY values on the 1390/1 form. The **No Programs** option will only compute and load the Allowance and TWAMP quantities on the 1391 form. Once completed, values will be loaded into these fields for the applicable installation records and ICP Fiscal Years.



Do you want to compute Programs?

3. Once the Compute process is completed, for the 1391 ICP Fiscal Years that were loaded with Allowance "#EQP" values (OPN, SCN, or Other), and System Stock TWAMP quantities, you can select a Standard Percentage value(s) using the"DLR%" and "CONS%" fields. Note that the Allowance and System Stock sections have separate DLR% and CONS% fields.
4. Click the **Save** button. You will be prompted to copy the Allowances "STD%" value to all subsequent years in the Fiscal Year range. Click on **Yes** to confirm this action or **No** to save the value to the current year only. This will save the data just entered and perform the final budget calculations. All FYs that contained Allowance and System Stock quantities and "STD%" values will now display Cost Each and "Total$" values. Applicable budget values will also now display in the ICP Funding Requirements section of the 1391.

Actual Cost Method

1. Once all mandatory and optional fields (as applicable) have been entered, click the **Save** button to save the data entered. If any mandatory fields are not filled, you will be prompted to fill them. At this point, you will also be prompted to copy the Actual Cost value to all subsequent years in the Fiscal Year range. Click on **Yes** to confirm this action or **No** to save the value to the current year only.
2. Next, to have the computer determine the appropriate Support Responsibility Codes (SRCs) and ICP FY budget values on the Installation Schedule (NAVSUP 1390/1), and the Allowance and TWAMP quantities which will be used in the final 1391 budget calculations, click the **Compute Install** button. When clicked, a decision box will be displayed (see the Confirmation box above). The **Using Programs** option will both compute and load the Allowance and TWAMP quantities on the 1391 form *and* compute and load the SRC and ICP FY values on the 1390/1 form. The **No Programs** option will only compute and load the Allowance and TWAMP quantities on the 1391 form. Once completed, values will be loaded into these fields for the applicable 1390/1 installation records and 1391 ICP Fiscal Years.
3. Once the Compute process is completed, click the **Save** button. This will save the data just entered and perform the final budget calculations. All FYs that contained Allowance and System Stock quantities, and Allowance "Total$" and System Stock "Current FY SS" values, will now display "Cost Each" and "STD%" values. Applicable budget values will also now display in the ICP Funding Requirements section of the 1391.

Level of Effort Method

1. Once all mandatory and optional fields (as applicable) have been entered, click the **Save** button to save the data entered. If any mandatory fields are not filled, you will be prompted to fill them.
2. Click the **Save** button. This will save the data just entered and perform the final budget calculations. All FYs where the user entered Allowance "Total$" and System Stock values will be summed and displayed in the ICP Funding Requirements section of the 1391.

No ICP Requirement Method

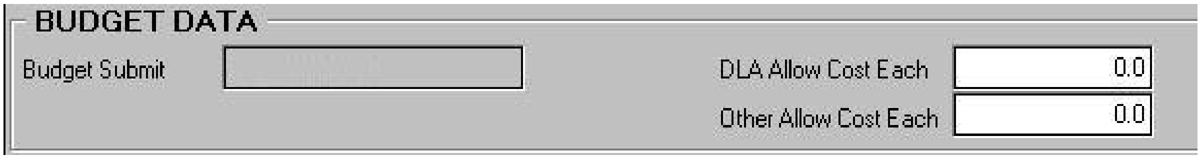
- Once all mandatory and optional fields (as applicable) have been entered, click the **Save** button to save the data entered. If any mandatory fields are not filled, you will be prompted to fill them.

Back to Beginning of Section, Beginning of Page

NAVSUP 1391 Field Descriptions

The field descriptions for the NAVSUP Form 1391 follow:
Budget Data, ICP Funding Requirements, ICP Requirements Determination, OPN/SCN/Other Totals, System Stock, ICP Manager and Comments

Budget Data



DLA Allow Cost Each 0.0
Other Allow Cost Each 0.0

Budget Submit - Loaded by the ICP PSD Coordinator, this field identifies the current (or latest) budget cycle reflected by the data displayed. For example, "REAPP1999" would be for Fiscal Year 1999 Reapportionment.

DLA Allow Cost Each - Identifies the cost of one set of outfitting spares for DLA-managed items. This value can be manually loaded, or you can click the "DLA Allow Cost" button to automatically compute an "NDI" or "Non NDI" value. When the value is changed, on save, a YES/NO prompt will display that enables the user to have the value copied to all subsequent fiscal years.

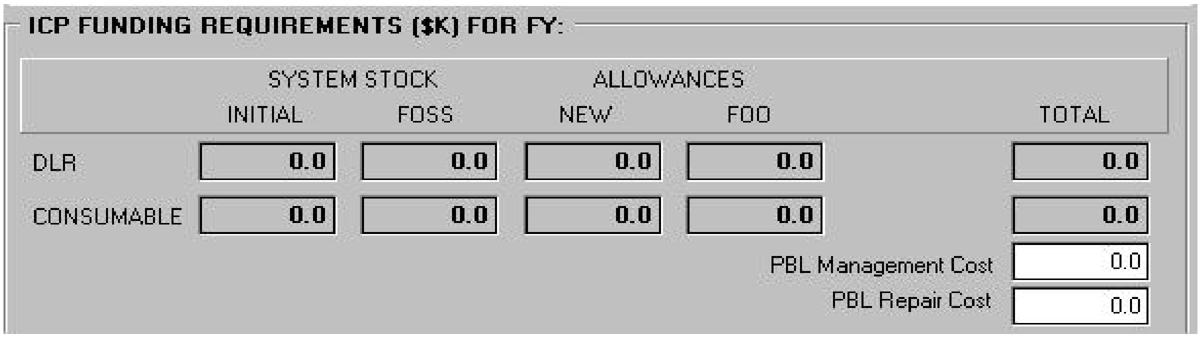
Other Allow Cost Each - Identifies the cost of one set of outfitting spares for non-DLA-managed items. When the value is changed, on save, a YES/NO prompt will display that enables the user to have the value copied to all subsequent fiscal years.

Back to Beginning of Budget Data, Beginning of Field Descriptions, Beginning of Page

---

ICP Funding Requirements ($K)

The ICP Funding Requirements section displays the Total ICP Funding Requirements for the Fiscal Year. The DLR and Consumables spares categories contain six separate computed amount fields: System Stock - Initial and FOSS, Allowances - NEW and FOO, MAMS/INCOS, and Total. There is also a PBL Management field. With exception of the PBL Management Cost field, these fields are view-only and inaccesible to the user.



ICP FUNDING REQUIREMENTS ($K) FOR FY:

	SYSTEM STOCK		ALLOWANCES		
	INITIAL	FOSS	NEW	FOO	TOTAL
DLR	0.0	0.0	0.0	0.0	0.0
CONSUMABLE	0.0	0.0	0.0	0.0	0.0

PBL Management Cost 0.0

PBL Repair Cost 0.0

SYSTEM STOCK (INITIAL/FOSS) - Displays the total Initial and Follow-On System Stock (FOSS) amounts for the fiscal year shown.

ALLOWANCE (NEW/FOO) - Display the computed cost values for all DLR/Consumable allowances from the Total Cost field from section VI of NAVSUP Form 1391 as follows:

1. If TYPE BUY is Not Equal to FOO or NEW/FOO, then value is displayed under NEW.
2. If TYPE BUY equals FOO, then value is displayed under FOO.
3. If TYPE BUY equals NEW/FOO, then the total allowance cost is multiplied by the percentages from the NEW/FOO split entered by the user on the TYPE BUY input screen and displayed in the appropriate fields.

MAMS/INCOS - Displays the sum of any MAMS/INCOS values for DLR/Consumables entered by the user in the "ICP REQUIREMENTS DETERMINATION" section.

TOTAL - Displays the total by Fiscal Year for all DLR/Consumables of all System Stock and Allowances values from the TOTAL COST field in section VI of NAVSUP 1391 as well as any MAMS/INCOS values added.

PBL Management Cost - Identifies the Performance Based Logistics (PBL) Management Cost for the fiscal year displayed.

- This field is activated by the Performance Based Logistics checkbox on the NAVSUP 1390 screen. If the checkbox is selected, this field will be active and the user can input data. If the checkbox is not selected, the field value is zero (0.0) and inaccessible for updates.
- If known, actual or projected costs should be inserted. Otherwise, the value for this field can be calculated by clicking the **PBL Est** button located at the top of the 1391 screen.

PBL Repair Cost - Identifies the Performance Based Logistics (PBL) Repair Cost for the fiscal year displayed.

- This field is activated by the Performance Based Logistics checkbox on the NAVSUP 1390 screen. If the checkbox is selected, this field will be active and the user can input data. If the checkbox is not selected, the field value is zero (0.0) and inaccessible for updates.
- If known, actual or projected costs should be inserted. Otherwise, the value for this field can be calculated by clicking the **PBL Est** button located at the top of the 1391 screen.

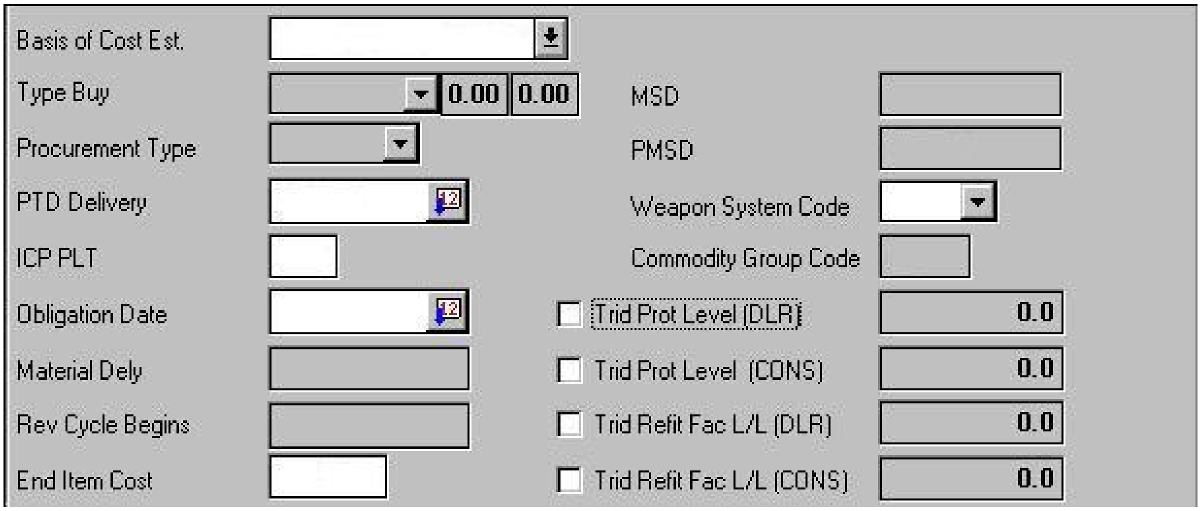
Back to Beginning of Funding Requirements, Beginning of Field Descriptions, Beginning of Page

---

ICP Requirements Determination

This section provides desriptions and instructions for the ICP Requirements Determination section of the 1391 form:

Basis of Cost Est, Type Buy, Procurement Type, PTD Delivery, ICP PLT, Obligation Date, Material Dely, Rev Cycle Begins, End Item Cost, MSD, PMSD, Weapon System Code, Commodity Group Code, Trid Prot Level (DLR & CONS), Trid Refit Fac L/L (DLR & CONS)



Basis of Cost Est.
Type Buy 0.00 0.00
Procurement Type
PTD Delivery
ICP PLT
Obligation Date
Material Dely
Rev Cycle Begins
End Item Cost
MSD
PMSD
Weapon System Code
Commodity Group Code
☐ Trid Prot Level (DLR) 0.0
☐ Trid Prot Level (CONS) 0.0
☐ Trid Refit Fac L/L (DLR) 0.0
☐ Trid Refit Fac L/L (CONS) 0.0

Basis of Cost Est (Basis of Cost Estimate) - Identifies the Basis of Cost Estimate for this PSD. Valid entries, selected from the pick-list are Actual Cost, Similar Equipment, Best Estimate, Level of Effort, and No ICP Requirements.

Type Buy - Identifies the Type of Buy being funded for the given Fiscal Year. Valid entries, selected from the pick-list are FSS, FOO, and NEW/FOO. Only one FSS entry is permitted per PSD Serial Number and can only appear in the first FY with the ICP Budget Cost Estimate Code equal to Actual Cost, Similar Equipment, Best Estimate, or Level of Effort.

Procurement Type - Identifies the type of procurement used to provide support funding for the Fiscal Year being displayed. Valid entries, selected from the pick-list are PBL, SDR, PAR, BOA, PO, PR, MIPR, and RCP.

PTD Delivery - Identifies the month and year of the expected delivery date of full PTD to the PSICP. Displays the Estimated PTD Delivery Date from the End Item PSD Form (NAVSUP 1390).

ICP PLT (Production Lead Time) **-** Identifies the Production Lead Time value for the given Fiscal Year. You may enter a value, or, if not, 75% of the Equipment PLT value from the NAVSUP 1390 field will be entered by the computer. If the **Just In Time Support** checkbox is selected on the NAVSUP 1390 form, this field will automatically be set to a value of '1'.

Obligation Date - Identifies the expected month and year that support funding will be obligated for the Fiscal Year displayed. The date entered must fall within the ICP Budget FY. Information for the first fiscal year must have a Basis of Cost Estimate value equal to that of Actual Cost, Similar Equipment, Best Estimate, or Level of Effort. For all subsequent fiscal years, if the field is left blank, a value will be generated using the same month and adding one year, but you may override these values.

Material Delivery - Identifies the month and year that the material support (spares) are to be delivered for the Fiscal Year displayed. The value displayed is calculated by adding the ICP PLT (in months) to the Obligation Date.

Review Cycle Begin - Identifies the month and year of the beginning of the twelve-month Review Cycle for the Fiscal Year being displayed. Use the following guidelines to populate this field:

- Insert a year value (format mm/yyyy) into the first ICP Budget FY with a Basis of Cost Estimate value of Actual Cost, Similar Equipment, or Best Estimate. For all subsequent Fiscal Years, date will be generated and inserted using the same month and adding one year. User may only revise this field in the first ICP Budget FY where the Basis of Cost Estimate value equals one of these three values. If you do revise this field, then subsequent years will be automatically updated.
- If the first Review Cycle Begins value is not equal to the NAVSUP 1390 Proposed MSD, the following informational message will display: "First review cycle is not equal to PMSD. OK." You will not be forced to make this field equal to the 1390 Proposed MSD.

End Item Unit Cost - Identifies the Unit Cost of the End Item. When completing the 1391, if this field is left blank, the system will load the Unit Cost value from the NAVSUP 1390 into this field. You do, however, have the capability to override.

MSD - Displays the Material Support Date (MSD) from the NAVSUP Form 1390.

PMSD - Displays the Proposed Material Support Date (PMSD) from the NAVSUP Form 1390.

Weapon System Code - Identifies the applicable NAVICP-M Weapon System Code. This code is used exclusively by NAVICP, Mechanicsburg. If known, type in value, or click on the button to the right of the field to access the pick-list and select a value.

Commodity Group Code - Identifies the applicable Commodity Group Code. This value is automatically loaded when the Weapon System Code value is loaded. It is a read-only field and can not be updated by the user.

Trid Prot Level (DLR & CONS) - Trident Protection Level is an additional level of system stock necessary to achieve higher effectiveness for Trident systems. This field is only active if the ICP Manager Code starts with "84****". You may only insert value if the Basis of Cost Estimate value equals Actual Cost and the Type Buy value equals FSS. If a value greater than zero is inserted, the system will automatically insert a check mark in the Trid Prot Level checkbox. If 0.0 is inserted, the system will automatically uncheck the Trid Prot Level checkbox.

Trid Prot Level (DLR and CONS) Checkbox - Initially defaulted to "no check." This field is only active if the ICP Manager Code starts with "84****". You can check the box only if the Basis of Cost Estimate value equals Similar Equipment or Best Estimate, and the Type Buy equals FSS. If you "uncheck" this field, then a value of 0.0 will be entered into the Trid Prot Level field.

- **Note: This field only displays on-screen and not on the hard-copy report.**

Trid Refit Fac L/L (DLR & CONS) - Trident Refit Facility Load List is an additional level of system stock designed to support Trident intermediate-level maintenance to assigned units. This field is only active if the ICP Manager Code starts with "84****". You may only insert a value if the Basis of Cost Estimate value equals Actual Cost and the Type Buy value equals FSS. If a value greater than zero is inserted, the system will automatically insert a check mark in the Trid Refit Fac L/L checkbox. If 0.0 is inserted, the system will automatically uncheck the Trid Refit Fac L/L checkbox.

Trid Refit Fac L/L (DLR and CONS) Checkbox - Initially defaulted to "no check." This field is only active if the ICP Manager Code starts with "84****". You can check the box only if the Basis of Cost Estimate value equals Similar Equipment or Best Estimate, and the Type Buy equals FSS. If you "uncheck" this field, then a value of 0.0 will be entered into the Trid Refit Fac L/L field.

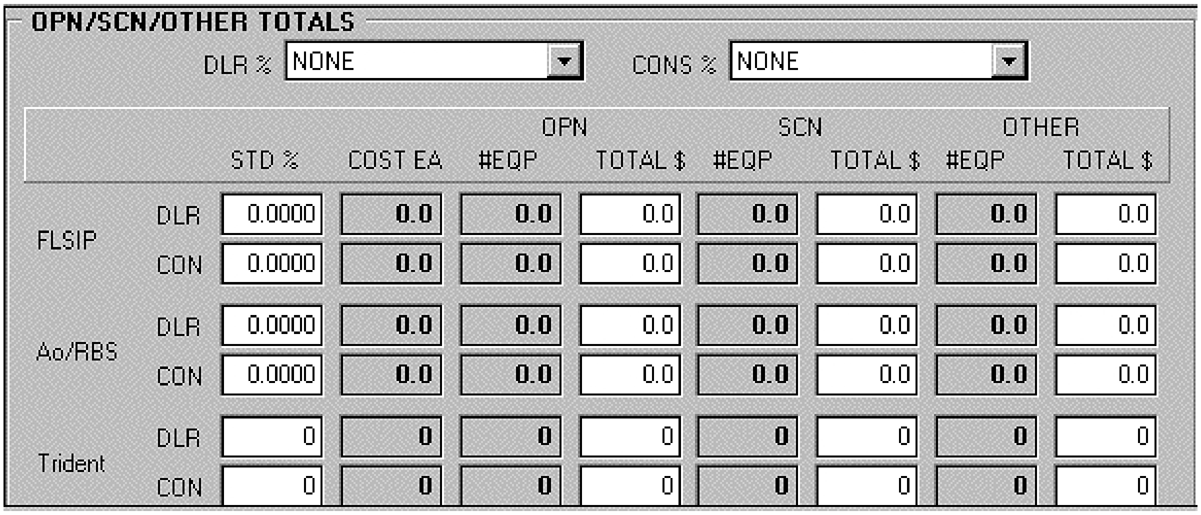
- **Note: This field only displays on-screen and not on the hard-copy report.**

Back to Beginning of ICP Requirements Determination, Beginning of Field Descriptions, Beginning of Page

---

OPN/SCN/Other Totals (Allowances)

This section provides desriptions and instructions for the Allowances section of the 1391 form.



OPN/SCN/OTHER TOTALS

DLR % NONE

CONS % NONE

				OPN		SCN		OTHER	
		STD %	COST EA	#EQP	TOTAL $	#EQP	TOTAL $	#EQP	TOTAL $
FLSIP	DLR	0.0000	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CON	0.0000	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Ao/RBS	DLR	0.0000	0.0	0.0	0.0	0.0	0.0	0.0	0.0
	CON	0.0000	0.0	0.0	0.0	0.0	0.0	0.0	0.0
Trident	DLR	0	0	0	0	0	0	0	0
	CON	0	0	0	0	0	0	0	0

STD% (DLR and Consumables) - Identifies the Percent of Unit Cost value used for budgeting DLR and Consumable support for the given Fiscal Year. Select the applicable values from the "DLR%" and "CONS%" pick-list boxes. Current selection choices are HM&E, ORDNANCE, ELECTRONICS, CODE 84 HM&E,

CODE 84 ELECTRONICS, NONSTANDARD, and NONE. The selection of NONSTANDARD allows you to enter a percentage value into the field(s). The NONE selection loads a value of ".0000".

COST EACH (DLR and Consumables) ($K) - Identifies the COST EACH value used for budgeting DLR and Consumable support for the given Fiscal Year.

- The Allowances DLR and Consumables COST EACH consist of three separate values for the OPN, SCN and OTHER categories and three that are grouped according to the allowance method indicated by the user on the installation schedule on NAVSUP Form 1390/1: FLSIP, ACIM/RBS, and Trident.
- Fields display the actual cost if you have entered this value. If you do not enter an actual cost, COST EACH is computed by multiplying the End Item Cost for each category (DLR/Consumable) and group (FLSIP, etc.) times the corresponding Percent of Unit Cost value.

# EQP (NUMBER OF EQUIPMENTS) - Identifies the factored Number of Equipments being budgeted for in the given Fiscal Year. For the **Allowances** values, the equipment totals from the Installation screen (NAVSUP Form 1390/1) are factored as follows:

Allowance Factor Table

Eqp Per Ins	Non-Trident Factored Allowance Quantity	Trident Factored Allowance Quantity
1	1	1
2	1.5	1.5
3	1.5	2
4	2	2
5	2	2.5
6	2	2.5
7	2	3
8	3	3
9 or more	3	3.5
TBD Install	Install Quantity	Install Quantity

- The Number of Equipments values are grouped and displayed according to the Allowance Type Codes (ATCs) and User Type Codes (UTCs) assigned on the Installation Data section (NAVSUP Form 1390/1) of the PSD.
- The number of factored equipment allowances displayed are grouped and displayed as follows:

FLSIP : ATC of 001
ACIM/RBS : ATC of 00A
TRID : Trident MECs

SCN row : UTC of S
OPN row : UTC of B,C,G,M,R,T,V, and 7
Other row : UTC of H

TOTAL (DLR and Consumables) ($000's) - Identifies the Total Cost budgeted for DLR and Consumable support for the given Fiscal Year.

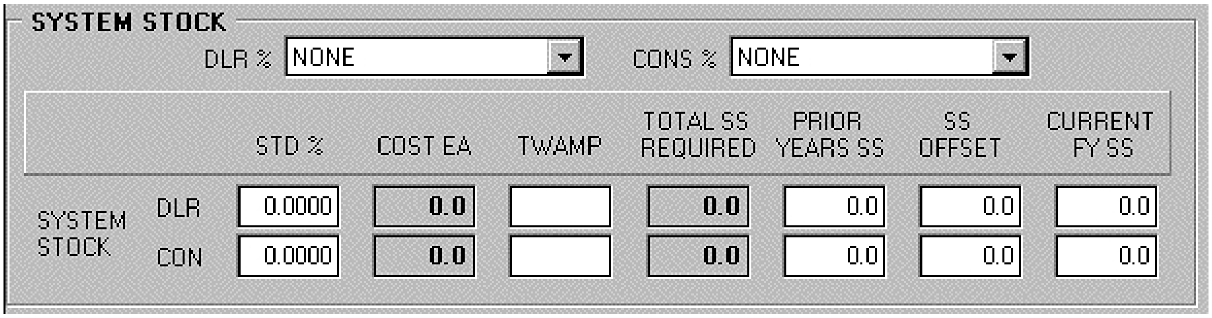
- The DLR and Consumables Total Cost consists of four separate values for each category, one for System Stock, and three that are grouped according to the allowance method indicated by the user on the installation schedule on NAVSUP Form 1390/1: FLSIP, ACIM/RBS, and Trident/Conventional.
- Fields display the actual cost if you have entered this value. If you do not enter an actual cost, total cost is computed by multiplying the COST EACH for each category (DLR/Consumable) and group (FLSIP, etc.) times the corresponding Number of Equipments.

Back to Beginning of OPN/SCN/Other Totals, Beginning of Field Descriptions, Beginning of Page

---

System Stock

This section provides desriptions and instructions for the System Stock section of the 1391 form.



SYSTEM STOCK

DLR % NONE

CONS % NONE

		STD %	COST EA	TWAMP	TOTAL SS REQUIRED	PRIOR YEARS SS	SS OFFSET	CURRENT FY SS
SYSTEM STOCK	DLR	0.0000	0.0		0.0	0.0	0.0	0.0
	CON	0.0000	0.0		0.0	0.0	0.0	0.0

STD % (DLR and Consumables) ($K) - Identifies the Percent of Unit Cost value used for budgeting DLR and Consumable support for the given Fiscal Year. Select the applicable values from the "DLR%" and "CONS%" pick-list boxes. Current selection choices are HM&E, ORDNANCE, ELECTRONICS, CODE 84 HM&E, CODE 84 ELECTRONICS, NONSTANDARD, and NONE. Separate pick-list boxes are provided for the Allowances and System Stock sections. The selection of NONSTANDARD allows you to enter a percentage value into the field(s). The NONE selection loads a value of ".0000".

COST EACH (DLR and Consumables) ($K) - Identifies the COST EACH value used for budgeting DLR and Consumable System Stock support for the given Fiscal Year.

TOTAL SS REQUIRED - Total system stock required to support the fiscal year TWAMP quantity.

TOTAL SS PRIOR YRS/Consumables($K) - Identifies any prior year DLR and Consumable system stock funding requirements to be included in the given Fiscal Year.

- For the first FY showing funding requirements, the values displayed will be the ones entered by the user.
- For all subsequent FYs, the values displayed are the result of combining the previous DLR and Consumable FY requirements for SYSTEM STOCK, PRIOR YR SYS STK, and, if any, the SYSTEM STOCK OFFSET.

SS OFFSET DLR/Consumables ($000's) - Identifies the value of any stock that was transitioned to the supply system from the Hardware System Command (HSC) at MSD.

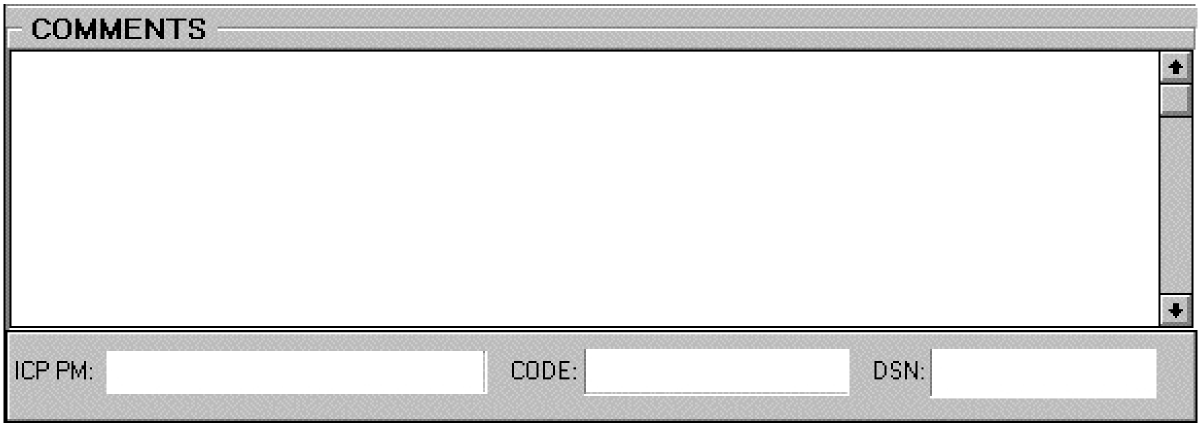
CURRENT FY SS - System stock requirement for the current FY. Excludes MAMS/I&C, Trident Protection Level, and Trident Refit Facility Load List.

Back to Beginning of System Stock, Beginning of Field Descriptions, Beginning of Page

---

ICP Manager and Comments

The ICP Manager and Comments section contains the data for the ICP Manager and Comments information of NAVSUP Form 1391 as entered by the user. The field descriptions for this section follow.



Comments - Use to further explain or clarify secondary support requirements. Including all pertinent explanatory information in the comments field precludes questions from PSD reviewers. It is imperative that PMs routinely review and modify the comments as appropriate to insure they reflect current program status.

ICP PGM MGR (ICP Program Manager), CODE, and PHONE (DSN) - Identifies the ICP Program Manager, Code and DSN Phone Number for the PSD Displayed. The ICP Program Manager is initially loaded on a new PSD by the ICP PSD Coordinator within a few days after it has been entered into the data base by the HSC program office.

Requests for modifications or additions to the authorized list of HSC Managers should be directed to the ICP PSD Coordinator.

Back to ICP Manager and Comments, Beginning of Field Descriptions, Beginning of Page

---

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 25 August 1999
Revised 14 January 2000: Deleted ALT field description and updated 1392 and "Add Fiscal Years" screen pictures.
Revised 7 September 2000: Added TWAMP process descriptions and screens.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 30 Sept 2002 - Reworded text in second paragraph of this section regarding HSC/ICP requirements responsibilities.

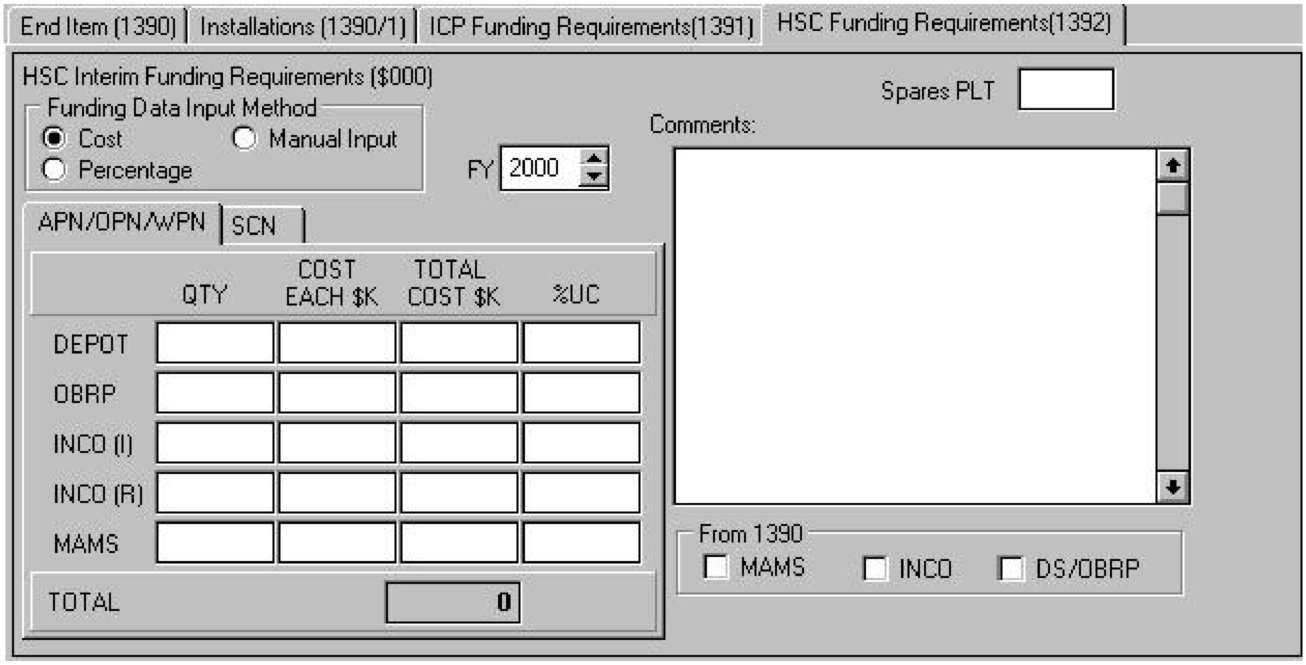
NAVSUP 1392 - HSC Secondary Item Funding Requirements Form

NAVSUP Form 1392, the HSC Secondary Item Funding Data Sheet, is used by the HSC Program Manager to identify secondary item funding requirements for an End Item. Secondary support may consist of full contractor life cycle support, contractor interim parts support, interim contract or depot support, INCO items and MAMs. The information must reflect the funding requirements (as indicated on the End Item Logistics Data Section of NAVSUP Form 1390) necessary to support End Item quantities approved in the latest FYDP. HSC Program Managers will be required to justify requirements at appropriate budget hearings.

The HSC Program Manager has the responsibility to provide all INCO and MAMs requirements. OBRPs are provided by the HSC only during the interim period before MSD (or the PMSD if it is later). After MSD has been achieved, the ICP will budget for OBRPs.

The HSC Secondary Item Funding Requirements Screen

Form operation and field descriptions for the HSC Secondary Item Funding Requirements form are described below. Field level help is also available in PARTS by pressing [F1] from anywhere in the PSD forms screens.


End Item (1390)
Installations (1390/1)
ICP Funding Requirements(1391)
HSC Funding Requirements(1392)
APN/OPN/WPN
SCN

HSC Interim Funding Requirements ($000)

Funding Data Input Method
● Cost ○ Manual Input
○ Percentage

FY 2000

Spares PLT

Comments:

	QTY	COST EACH $K	TOTAL COST $K	%UC
DEPOT				
OBRP				
INCO (I)				
INCO (R)				
MAMS				

TOTAL 0

From 1390
☐ MAMS ☐ INCO ☐ DS/OBRP

NAVSUP 1392 Screen Operation

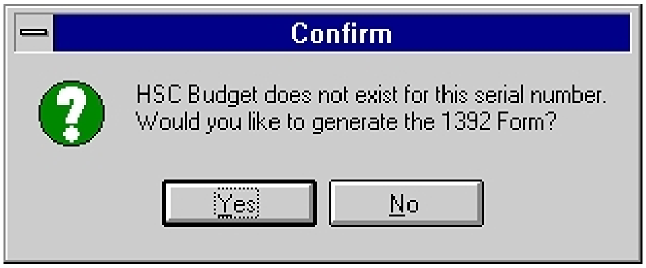
The existence of the 1392 form is controlled by the MAMS, INCO, and DS/OBRP "Funding Required" check boxes located on the NAVSUP 1390 Logistics section (and for existing PSDs, on the bottom right of the 1392 screen as well). If none of the check boxes are checked, there can be no 1392 form. Conversely, if any of the DS/OBRP, INCO or MAMs check boxes are checked, the 1392 form is MANDATORY, and the user must enter at least one year of funding data for every category checked .

The APN/OPN/WPN (non-SCN) and SCN tabs are controlled by which appropriations contain quantities in the NAVSUP 1390 Procurement Plan section. That is, if there are quantities entered for the non-SCN appropropriation, the tab and applicable fields for the APN/OPN/WPN tab will be active. If there are SCN quantities, the SCN tab and fields will be active. Conversly, if these appropriation categories do not contain quantities, you will not be able to access the fields. **NOTE**: Depot funding fields are not applicable for the SCN appropriation.

To initially create the 1392 form, one or more of the check boxes must be checked. The user then clicks on the "HSC Funding Requirements (1392)" form tab. If no funding indicators are checked, the following message will display:

> "Either MAMS Funding, INCO Funding, or OBRPS Funding must be selected for HSC Budget data.".

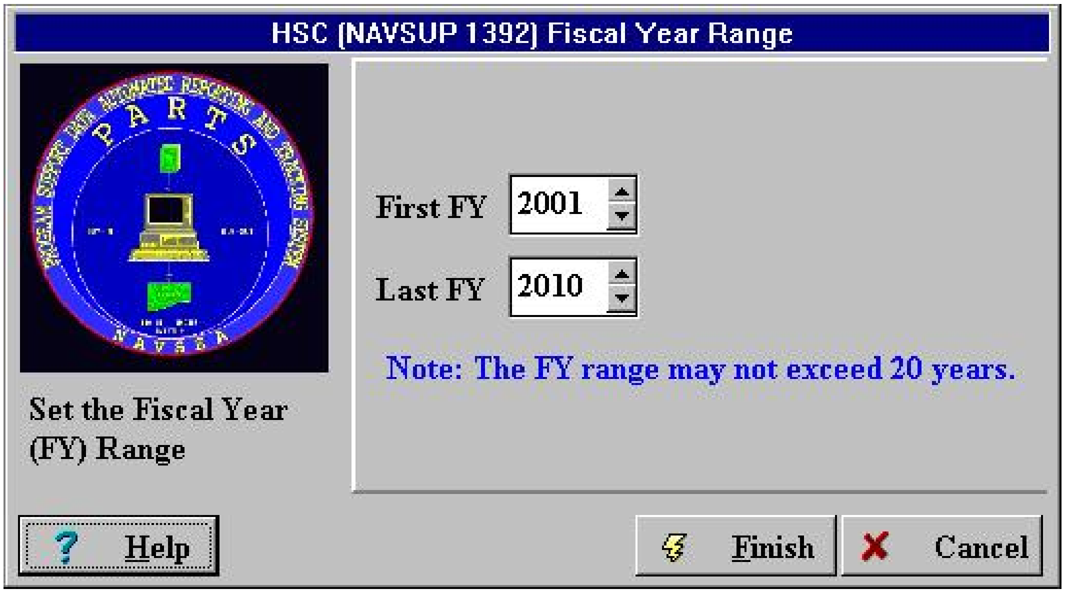
If at least one category is checked, when the "HSC Funding Requirements (1392)" form tab is clicked, the screen shown below will display:



Confirm

HSC Budget does not exist for this serial number.
Would you like to generate the 1392 Form?

If the **Yes** button is clicked, the **NAVSUP 1392 Fiscal Year Range** screen (shown below) will display. If the **No** button is clicked, the message: "No HSC Budget data is present. Remove conflicting End_Item data**."** will display. In this case, uncheck the MAMS, INCO, or DS/OBRP "Funding Required" check boxes located on the NAVSUP 1390 Logistics section to cancel the 1392 form creation.



HSC (NAVSUP 1392) Fiscal Year Range

Set the Fiscal Year (FY) Range

First FY 2001

Last FY 2010

Note: The FY range may not exceed 20 years.

Add Fiscal Years screen: The user must select a First and Last FY value and click the 'OK' button. This will create records for the fiscal years selected. To select an FY value, click the Up/Down arrows on the FY boxes to move between fiscal year records. Or, highlight the FY value using your mouse cursor and type in the desired year.

If "CANCEL" is clicked, the user will be returned to the 1390 form. You cannot save the data for the PSD being entered until data is entered for at least one Fiscal Year for the funding categories checked (unless you go back to the 1390 and UNselect the funding checkboxes).

Selecting an FY Value and Entering Data:
Once a range is selected, the 1392 screen will be available for data input. To select the desired Fiscal Year, click the Up/Down arrows on the FY box to move between fiscal year records. Or, highlight the FY value using your mouse cursor and type in the desired year. Fields for categories that have been checked will be in the update mode, fields for unchecked categories will be inaccessible. If a checkbox is unclicked, a message will display asking the user to confirm the action. If confirmed, all data for that category will be deleted and the fields made inactive. If the user indicates they did not want to uncheck the check box, the check will be reinserted. If all checkboxes are unchecked, the user will be prompted to confirm, on confirmation, the 1392 form will be deleted.

For each Fiscal Year (FY), the user can choose between three methods of entering budget data, **Cost**, **Percentage**, and **Manual Input**. If Cost is selected, the Quantity and Cost Each fields will be active, if Percentage is selected, the Quantity and %UC (Percent of Unit Cost) fields will be active, and if Manual Input us selected, the user must enter data for all four fields. For all selections, ALL APPLICABLE FIELDS MUST be filled for the years where budget requirement data is entered. For example, if the Cost method is selected, the user can not enter a Quantity value and leave the Cost Each field blank.

NOTE: If the Cost or Percentage method is selected, and the Unit Cost value on the 1390 is changed, the budget values on the 1392 will automatically be recalculated.

NAVSUP 1392 Field Descriptions

The following is a list of the data fields contained in the NAVSUP 1392 form. Information provided includes: whether a field is Mandatory, Optional, or System Generated; descriptions of the data elements; and data base validations (requirements).

SPARES PLT (Spares Production Lead Time) (2 numeric characters):

- This is a mandatory field.
- Identifies the time interval in months between; the award of a contract or order for spares; or the exercise of a contract option for spares; and the receipt of the material.

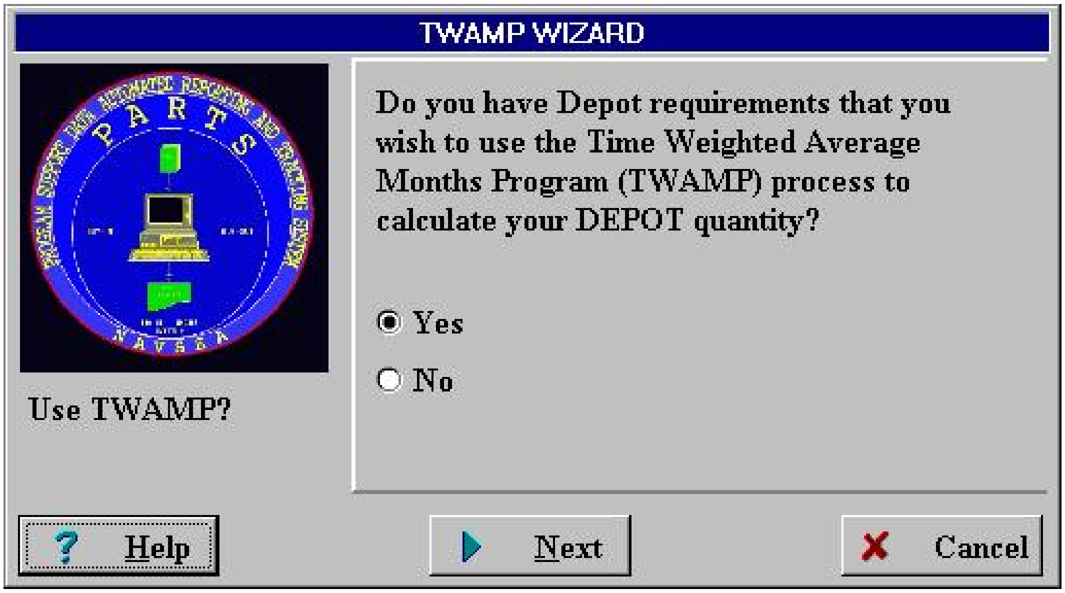
DEPOT (Depot Spares):

Depot Spares are secondary items funded by the HSC PM necessary to support an equipment before the Material Support Date (MSD) is achieved (referred to as the "interim support period"). If Depot support is required (i.e., you checked the Depot Support/OBRPs checkbox on the PARTS Logistics Data section), enter values in the following fields. Or, if desired, the Depot funding requirements can be automatically calculated using the Time Weighted Average Months Program (TWAMP), by clicking the **TWAMP** button located above the FY field.
NOTE: Depot funding fields are not applicable for the SCN appropriation.

TWAMP (Time Weighted Average Months Program)

IMPORTANT: The **TWAMP** button is only visible when the **DS/OBRP Funding Required** checkbox on the NAVSUP 1390 screen is checked and there are non-SCN quantities (OPN, WPN, APN, PDW) entered in the Hardware Procurement Plan of the NAVSUP 1390. Also, since the TWAMP process uses data inputs from several PSD data fields, it cannot be run if there are other changes pending . When unsaved changes are pending (i.e., the **Save** button is activated), the **TWAMP** button will be inactive.

The Time Weighted Average Months Program (TWAMP) process is used to automatically compute the values for the non-SCN Depot spares category. The user is given the option to select/enter a percentage value or to enter a Cost Each value. The system then computes the Depot quantity value and calculates the remaining Depot values. To activate the TWAMP process, click the **TWAMP** button located above the **FY** field and the first screen of the TWAMP Wizard (shown below) will display. NOTE: The **TWAMP** button is only visible when the **DS/OBRP Funding Required** checkbox on the NAVSUP 1390 screen is checked and there are non-SCN quantities (OPN, WPN, APN, PDW) entered in the Procurement Plan of the NAVSUP 1390.



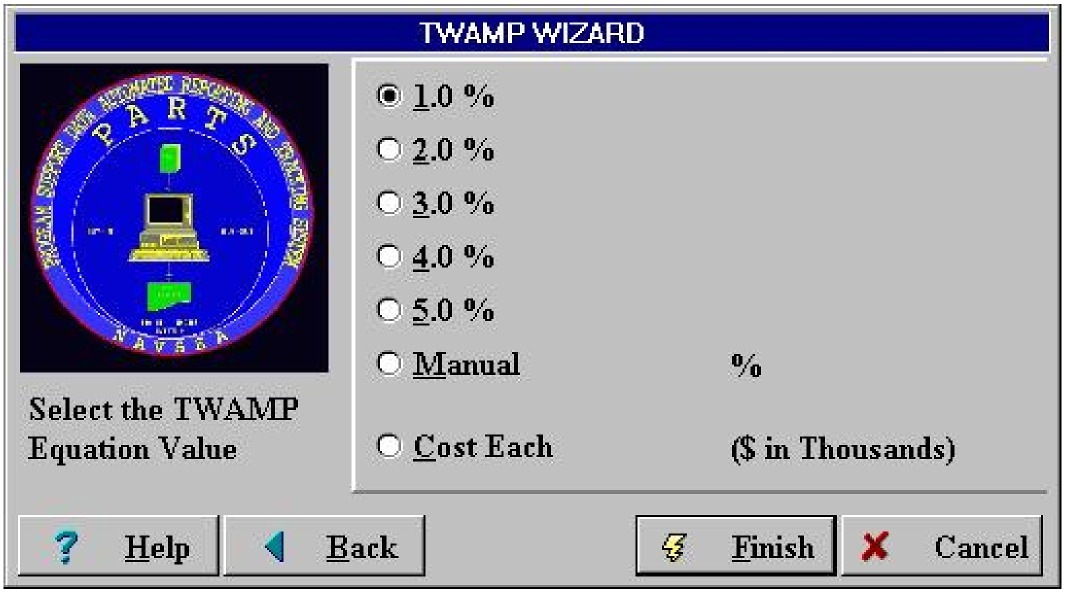
Do you have Depot requirements that you wish to use the Time Weighted Average Months Program (TWAMP) process to calculate your DEPOT quantity?

● Yes

○ No

Use TWAMP?

If you wish to use the TWAMP process to calculate your Depot requirements, select the **Yes** option and click the **Next** button. The second screen of the TWAMP Wizard (shown below) will display. To abort the TWAMP process, click the **Cancel** button.



● 1.0 %

○ 2.0 %

○ 3.0 %

○ 4.0 %

○ 5.0 %

○ Manual %

○ Cost Each ($ in Thousands)

Select the TWAMP Equation Value

This screen of the TWAMP Wizard is used to enter the percentage value or Cost Each value to be used in the

Depot requirements calculation. The user must do one of the following.

1. Select one of the fixed percentage values **(1.0% to 5.0%)**
2. Select the **Manual** option and type in a percentage value (Note that values entered are whole numbers. For example, '1.5' represents one and a half percent).
3. Select the **Cost Each** option and type in a value (Note that values entered are in thousands. For example, '25' represents $25,000).

After selecting/entering a value, click the **Finish** button to return to the 1392 screen and begin the calculation. If you wish to return to the previous TWAMP screen, click the **Back** button. If you wish to abort the TWAMP process, click the **Cancel** button. Note that when the TWAMP process is used, the Depot category fields on the 1392 screen are 'read only'. That is, the fields cannot be directly modified on-screen by the user.

To Recalculate, Disable or Enable TWAMP
If you wish to disable or enable the TWAMP process for a PSD, or change the percentage or cost each value being used for the calculation, click the TWAMP button to display the TWAMP Wizard and make the required updates.

QTY (Quantity of Depot Spares) (3 numeric characters):

- This is a mandatory field and requires a value greater than zero in each Fiscal Year funding record when Depot support is required. The default is zero.
- The preferred method of computing the Depot quantity value is to use the Time Weighted Average Months Program (TWAMP) process. (Click the TWAMP button and complete the resulting screens).

COST EACH

- This value is Computed or entered by user. (5 numeric characters)
- If the user selects to compute 1392 values using the PERCENTAGES method, this field will automatically be computed by multiplying the %UC entered times the "Unit Cost" value from the END ITEM table.
- If the COST or MANUAL INPUT method is selected, the user will be required to enter this value.

TOTAL COST (up to 7 digits; i.e., 5 digits before the decimal point, the decimal point and 1 digit after the decimal point):

- If the Cost or Percentage method is selected (or the TWAMP process is used), this is a computed entry. If the Manual Entry method is selected, the user must enter a value. The default is zero.
- If the Cost or Percentage method is selected, the Total Cost equals the Cost Each times the Quantity.

%UC (Percentage of Unit Cost) (2 numeric characters):

- This is a mandatory entry and requires a value greater than zero in each Fiscal Year when Depot support is required. The default is zero.
- The Percentage of Unit Cost value is entered based on the calculation method selected by the user:

  1) If the COST method is selected, the Quantity and Cost Each values are entered by the user. The Cost Each value is then divided by the End Item Unit Cost from the 1390 form to determine the %UC.

  2) If the PERCENTAGE method is selected, the user enters the %UC value. The %UC value is multiplied times the End Item Unit Cost to determine the Cost Each value. The Cost Each value is then multiplied by the Quantity value to determine the Total Cost. When the percent value is

loaded by the user, it is typically one used for a similar equipment or a historical percentage for this generic category of equipment.

3) If the MANUAL INPUT method is selected, the user enters the %UC value and no calculations are done.

OBRP (On Board Repair Parts)

These are Interim On-Board Repair Parts (OBRPs) provided by the HSC during the Interim Support period. The percentage of end item cost used for budgeting varies with the maintenance philosophy and the Sparing Model applied. If OBRP support is required (i.e., you checked the Depot Support/OBRPs checkbox on the PARTS Logistics Data section), enter values in the following fields:

QTY (Quantity of OBRP) (3 numeric characters):

- This is a mandatory field and requires a value greater than zero in each Fiscal Year funding record when OBRP support is required. The default is zero.
- Represents the Number of OBRP sets required based on the number of End Items requiring OBRPs be purchased in the stated Fiscal Year. To determine the quantity required, perform the following steps. For installations with MRDs BEFORE MSD, subtract the value of the Spares PLT and ALT from the MRD. The result is the month in which the OBRP set must be purchased in order to be on hand by the MRD. Those installations with purchase dates occurring in the stated fiscal year are summed to establish the quantity. Enter the results in the Quantity field in the respective Fiscal Year.

COST EACH

- This value is Computed or entered by user. (5 numeric characters)
- If the user selects to compute 1392 values using the PERCENTAGES method, this field will automatically be computed by multiplying the %UC entered times the "Unit Cost" value from the END ITEM table.
- If the COST or MANUAL INPUT method is selected, the user will be required to enter this value.

TOTAL COST (up to 7 digits; i.e., 5 digits before the decimal point, the decimal point and 1 digit after the decimal point):

- If the Cost or Percentage method is selected, this is a computed entry. If the Manual Entry method is selected, the user must enter a value. The default is zero.
- If the Cost or Percentage method is selected, the Total Cost equals the Cost Each times the Quantity.
- The amount is expressed in thousands of dollars. Although not required, PARTS will permit a decimal point to designate dollars to the nearest hundred. For example: $234,567 may be rounded off to 234,600 and then expressed as 234.6. If a decimal point is not used, the system will assume a zero in the hundreds position (i.e., 1725 will be read as 1725.0).

%UC (Percentage of Unit Cost) (2 numeric characters):

- The Percentage of Unit Cost value is entered based on the calculation method selected by the user:

  1) If the COST method is selected, the Quantity and Cost Each values are entered by the user. The Cost Each value is then divided by the End Item Unit Cost from the 1390 form to determine the %UC.

  2) If the PERCENTAGE method is selected, the user enters the %UC value. The %UC value is multiplied times the End Item Unit Cost to determine the Cost Each value. The Cost Each value is

then multiplied by the Quantity value to determine the Total Cost. When the percent value is loaded by the user, it is typically one used for a similar equipment or a historical percentage for this generic category of equipment.

3) If the MANUAL INPUT method is selected, the user enters the %UC value and no calculations are done.

INCO-I (Installation and Check-Out (Initial)):

Installation and Check-Out (Initial) (INCO-I) Kits are items which are used to install and/or test End Items. Normally these items are in kit form, and only one or two kits will be required by each Installing Activity (e.g., a shipyard). Therefore, one kit may be used to service several End Item installations. The number of INCO-I kits purchased are determined by Installing Activity rather than by the number of End Items or the Site/Hull.

Certain components of these kits are exhausted during their useful life. Since these components are generally low-cost items (when compared to the price of the kit), it is not prudent to purchase a new kit. Therefore, the manufacturer of these kits will have a separate group of items which can be procured to replenish the kit. These items are called Installation and Check-Out (Replenishment) Kits, and are described on the next page.

If I&C-I;support is required (i.e., you checked the INCOs checkbox on the PARTS Logistics Data section), enter values in the following fields:

QTY (Quantity of I&C-I);(3 numeric characters):

- This is a mandatory entry and a value greater than zero in each Fiscal Year when I&C-I;support is required must be entered. The default is zero.
- Represents the Number of INCO(I) kits that must be purchased in the stated Fiscal Year based on the number of Installing Activities (e.g., Shipyard, Tiger Team) installing the End Item for the first time. To determine the quantity required, perform the following steps. Subtract the Spares PLT from the initial Installation Start Date for each Installing Activity (not Site/Hull). The result is the month in which the INCO(I) kit must be purchased in order to be on hand by the Installation Start Date. Sum the number of Installing Activities which will install the End Item for the first time for each Fiscal Year. Enter the results in the Quantity field in the respective Fiscal Year.

COST EACH

- This value is Computed or entered by user. (5 numeric characters)
- If the user selects to compute 1392 values using the PERCENTAGES method, this field will automatically be computed by multiplying the %UC entered times the "Unit Cost" value from the END ITEM table.
- If the COST or MANUAL INPUT method is selected, the user will be required to enter this value.

TOTAL COST (up to 7 digits; i.e., 5 digits before the decimal point, the decimal point and 1 digit after the decimal point):

- If the Cost or Percentage method is selected, this is a computed entry. If the Manual Entry method is selected, the user must enter a value. The default is zero.
- If the Cost or Percentage method is selected, the Total Cost equals the Cost Each times the Quantity.
- The amount is expressed in thousands of dollars. Although not required, PARTS will permit a decimal point to designate dollars to the nearest hundred. For example: $234,567 may be rounded off to 234,600 and then expressed as 234.6. If a decimal point is not used, the system will assume a zero in the hundreds position (i.e., 1725 will be read as 1725.0).

%UC (Percentage of Unit Cost) (2 numeric characters):

- This is a mandatory entry and a value greater than zero in each Fiscal Year funding record when I&C-I;support is required must be entered. The default is zero.
- The Percentage of Unit Cost value is entered based on the calculation method selected by the user:

  1) If the COST method is selected, the Quantity and Cost Each values are entered by the user. The Cost Each value is then divided by the End Item Unit Cost from the 1390 form to determine the %UC.

  2) If the PERCENTAGE method is selected, the user enters the %UC value. The %UC value is multiplied times the End Item Unit Cost to determine the Cost Each value. The Cost Each value is then multiplied by the Quantity value to determine the Total Cost. When the percent value is loaded by the user, it is typically one used for a similar equipment or a historical percentage for this generic category of equipment.

  3) If the MANUAL INPUT method is selected, the user enters the %UC value and no calculations are done.

INCO-R (Installation and Check-Out (Replenishment)):

Replenishment requirements are computed for:

(1) consumable items in the initial I&C kits which are expected to be depleted during the installation and check-out of the system/equipment/alteration, and

(2) attrition of repairables.

If I&C-R;support is required (i.e., you checked the INCOs checkbox on the PARTS Logistics Data section), enter the values in the following fields:

QTY (Quantity of I&C-R); (3 numeric characters):

- This is a mandatory entry and a value greater than zero in each Fiscal Year funding record when I&C-R;support is required must be entered. The default is zero.
- Represents the Number of INCO(R) kits that must be purchased in the stated Fiscal Year based on the number of Installing Activities (e.g., Shipyard, Tiger Team) installing the End Item (not first-time installations). To determine the quantity needed, perform the following steps: subtract the Spares PLT from any subsequent Installation Start Dates for each Installing Activity (not Site/Hull). The result is the month in which the INCO(R) kit must be purchased in order to be on hand by the Installation Start Date. Sum the number of Installing Activities which will install the End Item for each Fiscal Year. Enter the results in the Quantity field in the respective Fiscal Year.

COST EACH

- This value is Computed or entered by user. (5 numeric characters)
- If the user selects to compute 1392 values using the PERCENTAGES method, this field will automatically be computed by multiplying the %UC entered times the "Unit Cost" value from the END ITEM table.
- If the COST or MANUAL INPUT method is selected, the user will be required to enter this value.

TOTAL COST (up to 7 digits; i.e., 5 digits before a decimal point, the decimal point and 1 digit after the decimal point):

- If the Cost or Percentage method is selected, this is a computed entry. If the Manual Entry method is

selected, the user must enter a value. The default is zero.
- If the Cost or Percentage method is selected, the Total Cost equals the Cost Each times the Quantity.
- The amount is expressed in thousands of dollars. Although not required, PARTS will permit a decimal point to designate dollars to the nearest hundred. For example: $234,567 may be rounded off to 234,600 and then expressed as 234.6. If a decimal point is not used, the system will assume a zero in the hundreds position (i.e., 1725 will be read as 1725.0).

%UC (Percentage of Unit Cost) (2 numeric characters):

- The Percentage of Unit Cost value is entered based on the calculation method selected by the user:

  1) If the COST method is selected, the Quantity and Cost Each values are entered by the user. The Cost Each value is then divided by the End Item Unit Cost from the 1390 form to determine the %UC.

  2) If the PERCENTAGE method is selected, the user enters the %UC value. The %UC value is multiplied times the End Item Unit Cost to determine the Cost Each value. The Cost Each value is then multiplied by the Quantity value to determine the Total Cost. When the percent value is loaded by the user, it is typically one used for a similar equipment or a historical percentage for this generic category of equipment.

  3) If the MANUAL INPUT method is selected, the user enters the %UC value and no calculations are done.

MAMs (Maintenance Assistance Modules):

MAMs are replaceable assemblies (modules) required to execute an approved maintenance plan which calls for identifying the fault or failed module through progressive or selected module substitutions.

If MAMs support is required (i.e., you checked the MAMs checkbox on the PARTS Logistics Data section), enter values in the following fields:

QTY (Quantity of MAMs)(3 numeric characters):

- This is a mandatory entry and a value greater than zero in each Fiscal Year funding record when MAMs support is required must be entered. The default is zero.
- Represents the Number of MAM kits that must be purchased in the stated Fiscal Year based on the number of Site/Hulls receiving the End Item. To determine the quantity needed, perform the following steps. Subtract the Spares PLT from the Installation Start Date. The result is the month in which the MAM kit must be purchased in order to be on hand by the Installation Start Date. Sum the number of sets computed to be funded for each Fiscal Year. Enter the results in the Quantity field in the respective Fiscal Year.

COST EACH

- This value is Computed or entered by user. (5 numeric characters)
- If the user selects to compute 1392 values using the PERCENTAGES method, this field will automatically be computed by multiplying the %UC entered times the "Unit Cost" value from the END ITEM table.
- If the COST or MANUAL INPUT method is selected, the user will be required to enter this value.

TOTAL COST (up to 7 digits; i.e., 5 digits before a decimal point, the decimal point and 1 digit after the decimal point):

- If the Cost or Percentage method is selected, this is a computed entry. If the Manual Entry method is selected, the user must enter a value. The default is zero.
- If the Cost or Percentage method is selected, the Total Cost equals the Cost Each times the Quantity.
- The amount is expressed in thousands of dollars. Although not required, PARTS will permit a decimal point to designate dollars to the nearest hundred. For example: $234,567 may be rounded off to 234,600 and then expressed as 234.6. If a decimal point is not used, the system will assume a zero in the hundreds position (i.e., 1725 will be read as 1725.0).

%UC (Percentage of Unit Cost) (2 numeric characters):

- This is a mandatory entry and a value greater than zero in each Fiscal Year funding record when MAMs support is required must be entered. The default is zero.
- The Percentage of Unit Cost value is entered based on the calculation method selected by the user:

  1) If the COST method is selected, the Quantity and Cost Each values are entered by the user. The Cost Each value is then divided by the End Item Unit Cost from the 1390 form to determine the %UC.

  2) If the PERCENTAGE method is selected, the user enters the %UC value. The %UC value is multiplied times the End Item Unit Cost to determine the Cost Each value. The Cost Each value is then multiplied by the Quantity value to determine the Total Cost. When the percent value is loaded by the user, it is typically one used for a similar equipment or a historical percentage for this generic category of equipment.

  3) If the MANUAL INPUT method is selected, the user enters the %UC value and no calculations are done.

TOTAL

PARTS will automatically total the Amount fields for DEPOT, OBRP, INCO-I, INCO-R,;and MAMS.

HSC SECONDARY ITEM COMMENTS

- This is an optional field when NAVSUP Form 1392 data is required. If no HSC Secondary Item support is required (i.e., none of the 1392 funding indicators were checked on the PARTS Logistics Data section for MAMs, INCOs, and DEPOT/OBRPs), data entry in this section will not be possible.
- Explain or clarify secondary support requirements only. Including all pertinent explanatory information in the comments field precludes questions from PSD reviewers. It is imperative that PMs review and modify the comments as appropriate since the information provided often clarifies PSD information.

Revised 4 May 1999
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.

Part 3: Connecting to PARTS

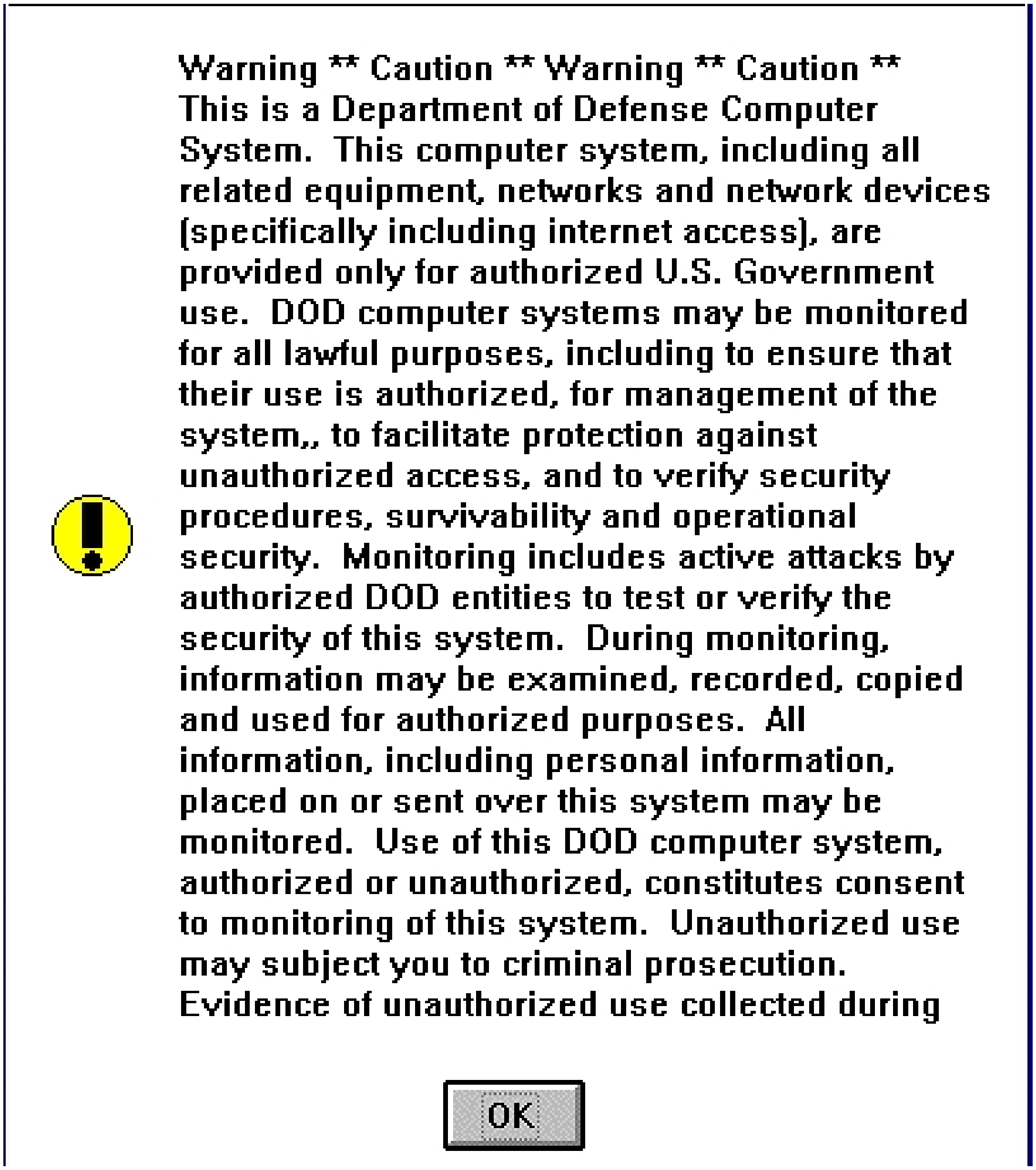
PARTS is implemented on a UNIX host at the Navy Sea Logistics Center Detachment Atlantic (NAVSEALOGCEN DET LANT) in Indian Head, MD and was developed in DELPHI. The primary point of contact for PARTS data base related problems/questions is the PARTS Help Desk at **(301) 744-6711** or **DSN: 354-6711**. To access PARTS, you will need a personal computer (PC) with Internet access and Web browsing capability. Any web browsing software is acceptable (Netscape, Internet Explorer, etc.)

Software for Accessing and Running the PARTS Application

The software used to access and run PARTS is called Citrix Winframe. Instructions for downloading and installing this software to your PC is obtained by accessing the PARTS Web site at www.partsweb.navsea.navy.mil. The software requires approximately 4.5 MB of space.

To run the application on a PC, it must have Windows software such as Windows 3.x, Windows 95 or Windows NT, Macintosh Windows or Unix Windows.The application is run from the NT server at NAVSEALOGCEN DET LANT, but you will have access to your own drives and printers. You will also be able to save files to your own PC. This PARTS User's Manual and answers to frequently asked questions can also be accessed from the web site. The web site is also used to distribute user agreement forms and login request forms.

Once the software is installed and the application server is accessed, you will see the following screen:



Warning ** Caution ** Warning ** Caution ** This is a Department of Defense Computer System. This computer system, including all related equipment, networks and network devices (specifically including internet access), are provided only for authorized U.S. Government use. DOD computer systems may be monitored for all lawful purposes, including to ensure that their use is authorized, for management of the system,, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring includes active attacks by authorized DOD entities to test or verify the security of this system. During monitoring, information may be examined, recorded, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored. Use of this DOD computer system, authorized or unauthorized, constitutes consent to monitoring of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during

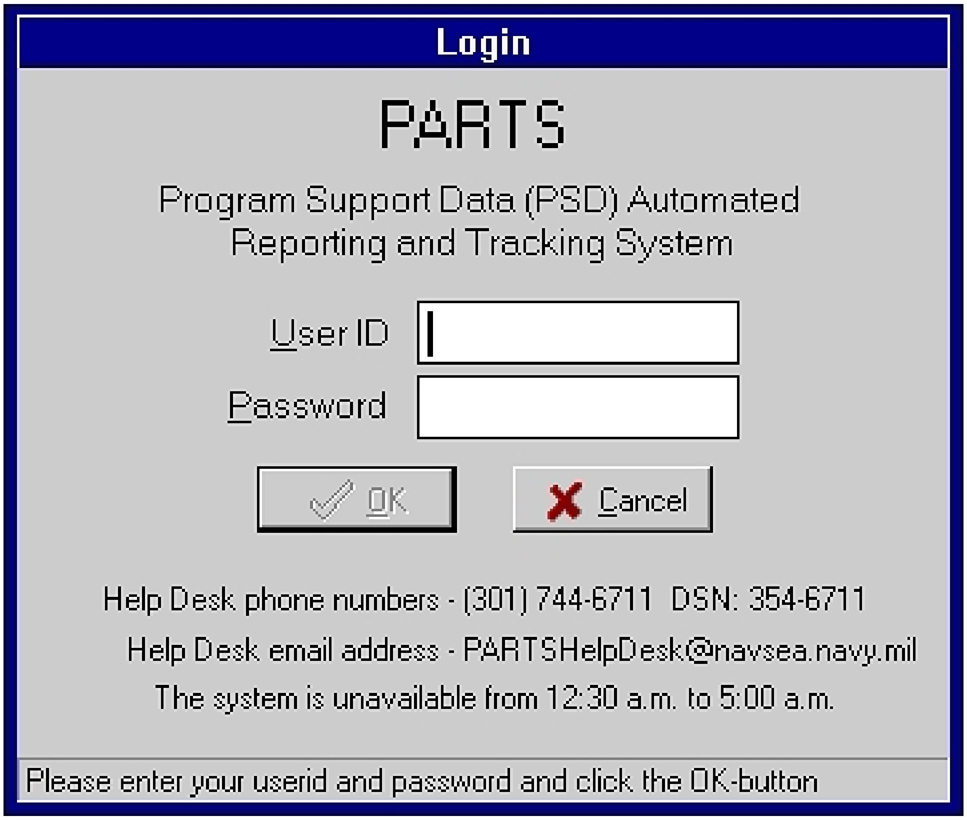
Press **Enter** to acknowledge this message; the PARTS data base logon screen will appear.

Logging onto PARTS

- **Note: To access the PARTS data base, you must be assigned a User ID and a password. The initial point of contact for obtaining a User**

ID and password is the PARTS Help Desk at (301) 744-6711 or DSN: 354-6711.

After you connect to the UNIX host, the logon prompt shown below will be displayed.



PARTS

Program Support Data (PSD) Automated
Reporting and Tracking System

Help Desk phone numbers - (301) 744-6711 DSN: 354-6711
Help Desk email address - PARTSHelpDesk@navsea.navy.mil
The system is unavailable from 12:30 a.m. to 5:00 a.m.

Please enter your userid and password and click the OK-button

Log on as follows:

1. Type in your UserID and password and click the **OK** button, or press **Enter**.
2. For security purposes, the password does not appear on the screen as it is typed. Make certain it is typed correctly. If either the User ID or the password is misspelled, the terminal will prompt you for your login ID again.

Passwords are valid for 90 days. However, the password assigned to a new User ID is valid only for the first logon. Therefore, when you log in for the very first time, or if your password is over 90 days old, a message will appear indicating that the password has expired. You will first be prompted to type in the Old password. Type in the old password and press **Enter**. A prompt for a new password will display next. Make sure the new password is at least six characters long and that one of those first six characters is a number. Type a new password and press **Enter**. A message will appear asking you to type the new password again for verification. It must be entered exactly the same way as the first time. If the above procedures are not followed, a message will appear indicating that the password is incorrect. If this occurs, begin the Logon procedures again.

Occasionally after completing the logon process, PARTS message screens will display, providing useful information regarding data base enhancements, budget update information, and phone numbers to call for additional help. Click the arrow buttons located at the bottom of the message screen, or press the right arrow button on your keyboard to cycle through the message screens. When all messages have been displayed, click the **Done** button (or ALT + D) to continue to the PARTS Main screen.

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 17 May 1999
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.

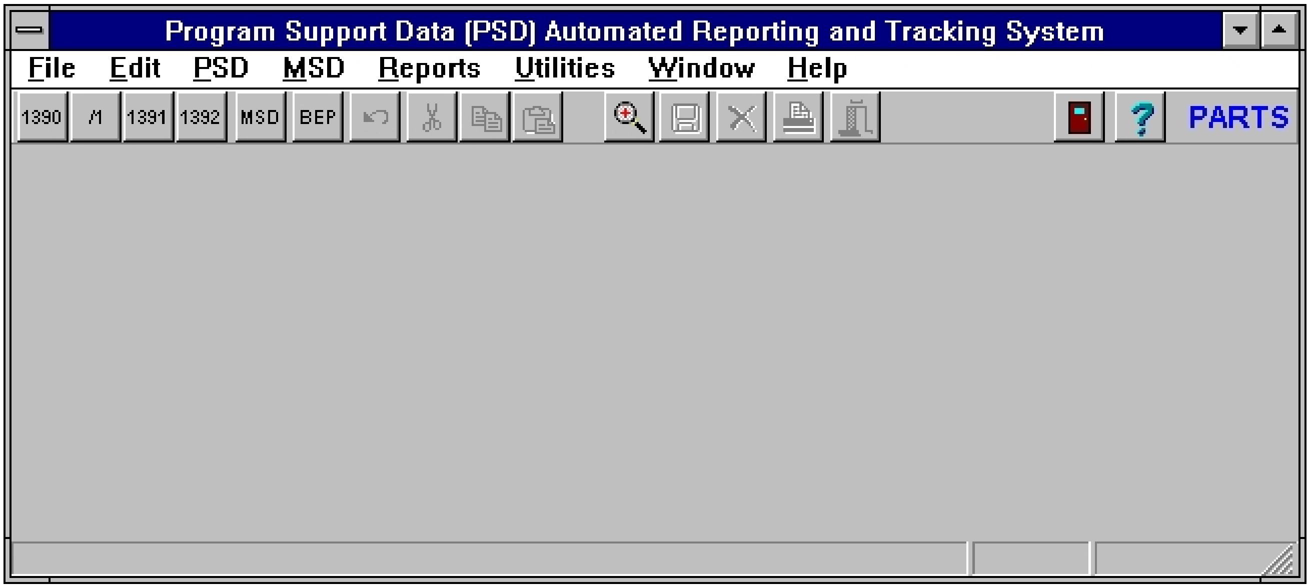
Part 4: Database Basics

The purpose of this section is to give an overview of the basic components of the PARTS database application. It consists of views and descriptions of the Main Screen, the Menus, and the Button Bar. For detailed instructions on the specific functions of the application, refer to the following parts of the users guide:

Connecting to the the PARTS application: **Part 3: Connecting to PARTS**
PSD Maintenance functions: **Part 5: PARTS Operation**

The Main Screen

After you log on to the application, the PARTS Main Menu screen shown below will appear. This is the screen from which all PARTS functions are initiated.


Program Support Data (PSD) Automated Reporting and Tracking System
File
Edit
PSD
MSD
Reports
Utilities
Window
Help
1390
/1
1391
1392
MSD
BEP
?
PARTS

The Menus

	SELECT THIS. . .	TO DO THIS. . .
FILE	CANCEL	
	SAVE	Save changes to the PSD currently being updated.
	PREFERENCES	Retrieve the preferences screen.

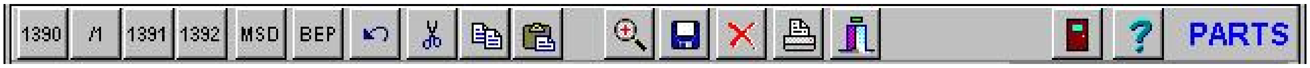
PRINTER SETUP	Choose paper size, page orientation, and other printing options.
PRINT SCREEN	Print the current screen.
CLOSE ACTIVE WINDOW	Close the form currently being displayed.
EXIT PARTS	Exit the PARTS application.

	SELECT THIS. . .	**TO DO THIS. . .**
EDIT	CUT	Cut a selected item (i.e., text) and place it on the clipboard.
	COPY	Copy a selected item (i.e., text) and place it on the clipboard.
	PASTE	Place the contents of the clipboard in the active document at the cursor insertion point.
PSD	NEW PSD	Initiate the process to add a new PSD.
	EDIT/VIEW PSD	Open an existing PSD for viewing or update.
	MODIFY SERIAL NUM PREFIX	Initiate the process to modify the first seven (7) characters of a PSD Serial Number.
	ARCHIVE PSD	Initiate the process to archive or UNarchive a PSD.
	DELETE PSD	Initiate the process to delete or UNdelete a PSD.
	PRINT CURRENT PSD SHEET	Initiate the process to print a copy of the PSD currently displayed for viewing and/or updating.
MSD	MSD CHANGE REQUEST FORM	Retrieve the MSD Change Request form screen. This screen is used to: Respond to outstanding Change Requests, initiate a new MSD Change Request, or view past Change Requests.
REPORTS	PSD FORMS	Retrieve the initial parameter screen for printing PSD forms.
	HSC/GENERAL REPORTS	Retrieve the HSC/General Reports menu.
	ICP REPORTS	Retrieve the ICP report menu.
	MSD REPORTS	Retrieve the MSD report menu.

	SELECT THIS. . .	**TO DO THIS. . .**
UTILITIES	USER UTILITIES	Retrieve the User Utilities menu.
	USER ADMIN UTILS	Retrieve the User Administration Utilities menu (restricted selection).
	ICP ADMIN UTILITIES	Retrieve the ICP Administration Utilities menu (restricted selection).
	DATA ADMIN UTILS	Retrieve the Data Administration Utilities menu (restricted selection).
WINDOW	CASCADE	
	TILE	
	ARRANGE ICONS	
	MINIMIZE ALL	

HELP	CONTENTS	Retrieve the Help main contents listing.
	VIEW NEWS	Retrieves and displays any current PARTS message screens. These are the screens that display when a user initially logons to the PARTS application.
	PARTS FAQ	Retrieve the "Frequently Asked Questions (FAQ)" section of the PARTS Web page.
	PARTS WEBSITE	Retrieve the PARTS Web page.
	PARTS USERS MANUAL	Retrieve the PARTS on-line users manual.
	ABOUT	Displays current PARTS application version information.

The Button Bar



The following is a list of the available WinPARTS Button Bar selections with a description of their functions.

Button	Function	Description
1390 /1 1391 1392	139x Buttons	Opens the 1390, 1390/1, 1391, and 1392 forms. The active form is the one that you select from this series of buttons.
MSD	MSD	Opens the MSD form
BEP	BEP	Opens the BEP form.
↶	Undo	Allows you to undo all changes since your last save.
✂	Cut	Cuts a selected piece of text and places it on the clipboard.
	Copy	Copies a selected piece of text and places it on the clipboard.
	Paste	Places the contents of the clipboard in the active window at the cursor.
🔍	Search Wizard	Gives help in searching for PSDs.
💾	Save	Saves changes on the active window
✕	Cancel	Cancels changes on the active window
🖶	Print Screen	Sends a copy of the active window to the designated printer.
	Close Window	Closes the active window but does not close the application
	Close	Closes all forms and exits from the WinPARTS application.

?	Help	Initiates the main WinPARTS Help feature.

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 4 May 1999
Revised 2 Jan 2001 - Updated NAVAIR POC name.
Revised 10 May 2001 - Updated Tim Dutcher's data to reflect Navy Yard location phone numbers.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 20 July 2001 - Changed POC for data changes from PSD PSDCs to the PARTS Help Desk.

Part 5: PARTS Operation

PSD Creation and Maintenance

This section provides instuctions for performing the basic operations for entering and maintaining PSDs in the PARTS database. Operations covered are: Adding a New PSD, Viewing and/or Updating a PSD, Modifying a PSD Serial Number prefix, Archiving a PSD, and Marking a PSD for Deletion.

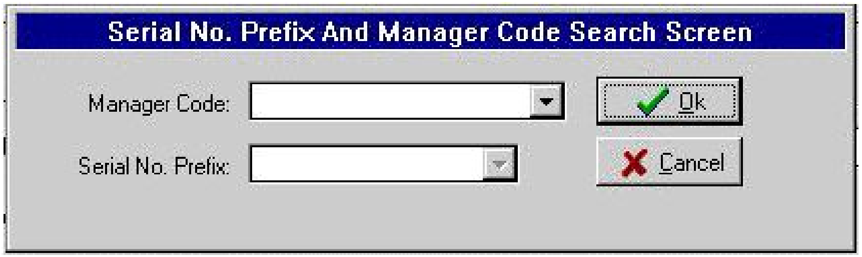
Adding a New PSD

- **Note: As a minimum, all PSDS must contain the NAVSUP 1390 and 1390/1 forms.**

To initiate the process to add a new PSD to the PARTS database:

1. Select the **PSD/NEW PSD** option from the Main Screen pull-down menu. On the initial screen form, shown below, pick the applicable Manager Code and, for HSC users, Prefix, for the end item being entered (a Prefix of "NAVICPM" will automatically be entered for ICP users and cannot be altered). Click on the down arrow box at the far right of the field to activate the pick-list. You are limited to Manager Codes and Prefixes entered in the profile for your user ID.

   Note: To see the access profile for your userID, select the View User Access selection from the Utilities/User Utilities option on the Main Menu screen.

   - Select the Manager Code for the HSC/ICP Program representative from the pull-down list. The Manager Code value that you enter will be used to fill the other Manager information displayed on the PSD. If the desired code is not listed, or the existing data needs to be changed, call the PARTS Help Desk at (301) 744-6711.
   - After the Manager Code field has been entered, select the corresponding pre-assigned seven-character **Prefix**. This prefix (or prefixes) is the one assigned to your PARTS user ID for the Manager Code selected and must be used when adding a new PSD. It is typically (but not always) the first seven characters of the Program Office code responsible for the equipment. If the prefix selected contains fewer than seven characters, a message will be displayed requesting you to enter any remaining characters. This must be done before data input can resume. A Prefix of "NAVICPM" will automatically be entered for

    ICP users and cannot be altered.
    - If the desired prefix is not listed, or an existing one needs to be changed, call the PARTS Help Desk at (301) 744-6711.
2. Once the Manager Code and Prefix combination has been selected, click the **OK** button. The Manager Code/Prefix box will be replaced by the NAVSUP 1390 PSD form. Using the mouse or the **Tab** key to move from field to field, continue entering data. When all required fields for the displayed portion of the screen are filled, to move down the form, click on the scroll bar, or, if applicable, the tabs at the bottom of the screen. When all data for the first form (NAVSUP 1390) has been entered, click on the 1390/1 Tab.
3. KEY NAVSUP 1390, 1390/1 DATA RELATIONSHIP CHECKS: In addition to the specific field validations described in the on line Help and the specific form descriptions of this User's Manual, the following key data relationship checks are made when adding a new PSD. The PSD cannot be saved until these conditions are met.
    - A check is made to ensure the "Unit Cost FY" value on the NAVSUP Form 1390, equals the value of the first FY in the default visible FY range that has a quantity greater than zero (0). Examples:
        - If the default FY range is 1999-2006, and the first FY with a quantity greater than zero (0) is FY 2000, then the "Unit Cost FY" must = 2000.
        - If a current PSD has no values showing in the default FY range (e.g. 1999-2006), that is, all quantities are before the first FY displayed, then the "Unit Cost FY" must be an FY value less than1999.
    - A check is made to see if the total Inventory Objective value(s) and Appropriation(s) entered in the Procurement Plan on NAVSUP 1390, match the total installation quantities and Appropriation(s) of the installation records entered on NAVSUP 1390/1. Simply stated, equipment buy quantities must equal equipment installation quantities. For example, if you enter a total quantity of ten (10) for the OPN appropriation, and five (5) for the SCN appropriation on the Procurement Plan on NAVSUP 1390, then the combined totals of all Installation Quantities for the installation records on NAVSUP 1390/1 for those two appropriations must equal ten for OPN, and five for SCN.

      Suggestion: When entering data in the Equipment Installation screen (NAVSUP 1390/1), add only one Installation record for each Appropriation entered on the Procurement Plan of NAVSUP 1390 (e.g. OPN, SCN). Enter the TOTAL quantity value(s) for the selected appropriations into the **Installation Qty** field on the NAVSUP 1390/1 screen. Then, after the PSD has been successfully saved to the database, enter the remaining installations with their corresponding installation quantities. Using this method will ensure that the data already entered will not have to be entered again.

    - A check is made to ensure that all installation records entered have a Start Date equal to or greater that the EA/OE Date (Expected Award/Option Exercise) plus the value (in months) of the Equipment PLT (Production Lead Time). In other words, the check is ensuring an equipment installion in not being identified before it has been built. For example, if a PSD has an EA/OE Date of '04/1999' and an Equipment PLT of '12', then the earliest Start Date an installation record can have is '04/2000'.
4. When finished with the 1390/1 form, if applicable, click on the 1391 or 1392 form to enter any required funding data.

   Note: **the 1392 form is restricted to HSC users for data input; the 1391 form is restricted to NAVICPM users for data input. The following conditions must be true before entering a 1391 or 1392 form:**

    - **NAVSUP 1391 Form**: **CREATING A NEW 1391 FORM**
        - The 1390 and 1390/1 forms must be completed and saved.
        - The **ICP Support Required** field must contain a value of "M" (for NAVICP Mechanicsburg).
        - The PSD must have an ICP Manager Code. If a PSD does not contain an ICP Manager Code, contact the ICP PSD Coordinator to have one added. Currently the ICP PSD Coordinator is Ernie Mader (717) 605-2859.
    - **NAVSUP 1392 Form**: **NAVSUP 1392 Screen Operation**
      At least one of the **Funding Required** fields (MAMS, INCO, or DS/OBRP) on the NAVSUP 1390 Form must be checked. For every category that is checked, at least one Fiscal Year of funding requirements data must be entered before the PSD can be successfully saved. Also, depending on which calculation method is selected, COST or PERCENTAGE, the two active fields must both be filled (Quantity and Cost Each for the COST method, Quantity and %UC for the PERCENTAGE method).

      Use the on-screen help, or refer to the respective sections of this User's manual for descriptions of the

PSD forms and fields and any applicable data validations.

NAVSUP 1390 - The End Item Form
NAVSUP 1390/1 - The Installation Form
NAVSUP 1392 - The HSC Secondary Item Funding Requirements Form
NAVSUP 1391 - The ICP Secondary Item Budget Form

5. Once all minimum mandatory data has been entered, to save the new PSD, click the **Save** button. When **Save** is clicked, the system will perform any final edit checks to verify the accuracy of the data. If an error is encountered, a message will be displayed. After reading the error message, click the **OK** button to acknowledge and remove the error box. The cursor should then return to the screen/field that contains the erroneous data. Correct the error and click the **Save** button again. When all errors have been corrected and the PSD has been successfully saved to the database, the message "PSD Saved." will display at the bottom of the screen.

BE SURE TO WRITE DOWN THE NEW PSD SERIAL NUMBER!

- To exit the PSD form, click the **Close** button at the top of the Main PSD form. To enter another new PSD, select the **New PSD** selection on the **PSD** menu. This will place you back at the initial Manager Code/Prefix entry screen.

Back to Beginning of Section, Beginning of Page

Viewing/Updating an Existing PSD

To retrieve a PSD for viewing or updating:

1. Select the **PSD/EDIT-VIEW PSD** option from the Main Screen pull-down men.This will display a sub-menu of the four available forms: 1390, 1390/1, 1391, 1392. Select the desired form.
   NOTE: A short cut method for this process is to click the desired form button ('1390', '/1', '1391', or '1392') located on the main screen tool bar.
2. The PSD screens will display with the selected form in the foreground. The cursor will be in the **Search** field for the PSD Serial Number. If you know the Serial Number of the PSD you want to view/update, enter the LAST FIVE (5) characters, and click the **Search** button or press **Enter**. If you want to query a PSD by a data field other than the Serial Number, make sure the **Search** field is empty and click the **Search** button. This will retrieve the **PSD Search Wizard**.
3. If a record is found for the query entered, the data will be retrieved and displayed. Below are some examples of conditions where data will not be retrieved or, if retrieved, will not be in the update mode.
   - If the no records are found for the data entered, depending on the situation, one of the following messages will be displayed:
     - If no PSD exists for the data entered, the message "PSD not found" will be displayed.
     - If no data exists for the specific form the query is being done from, the message "PSD for that form not found" will be displayed.
   - If you do not have update access for the record retrieved,or if it has been Archived or marked for Deletion, all fields will be in the "read-only" mode (i.e., unable to update), and a message informing you of the relevant situation will display. Examples:
     - MESSAGE: "You have insufficient privileges to update this PSD."
     - MESSAGE: "This PSD has been Archived (marked for deletion). Changes are not allowed.."
4. Use the mouse, or Tab to the desired fields to update data. Use the on-screen help, or refer to the respective sections of this User's manual for descriptions of the PSD forms and fields and any applicable data validations.

   NAVSUP 1390 - The End Item Form
   NAVSUP 1390/1 - The Installation Form
   NAVSUP 1392 - The HSC Secondary Item Funding Requirements Form
   NAVSUP 1391 - The ICP Secondary Item Budget Form

5. When updating data, be aware of the various buttons and the actions they perform:
    - **SAVE** button: used to save data changes.
    - **UNDO** button: used to undo changes done after the last time the **OK** button was clicked.
    - **CLOSE** button: used to close the PSD forms screen.

      Note: if unsaved changes are pending when the*Close* button is clicked, a message box will display asking you if you wish to save the changes before closing the form.

    - **HELP** button: used to retrieve on-screen help.
6. To retrieve another PSD for viewing/update, enter the last five characters of the Serial Number in the Search field, then click the **Search** button or press **Enter**. Or use the Search Screen as descibed above.
   Note: If data on the PSD currently being displayed has been changed but not saved, the search feature will be disabled. Before proceeding, you must click the *Save* or *Undo* buttons to save or cancel the pending changes.

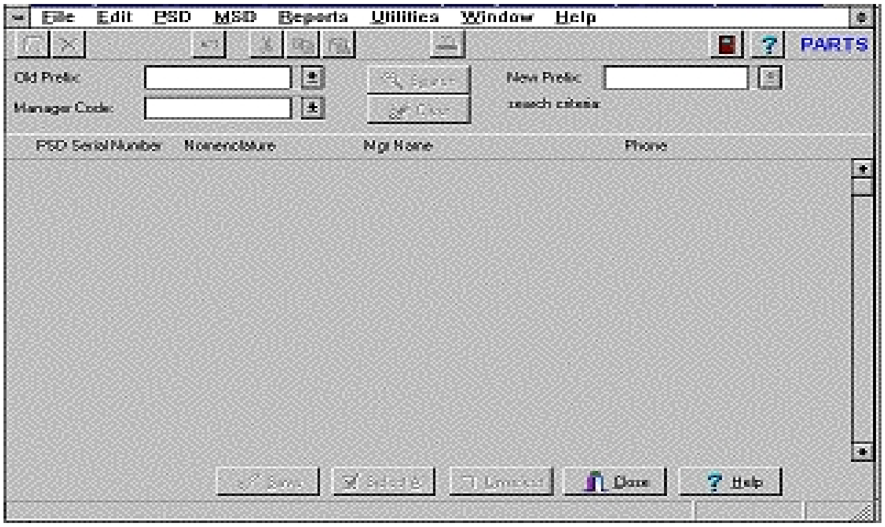
Back to Beginning of Section, Beginning of Page

Modifying a PSD Serial Number Prefix

- **Note: To modify a PSD Serial Number from one Prefix to another, your User ID must have access privledges for both the old and new Program Manager Prefix combinations. To view your current access privledges, use the View User Access utility located on the Utilities/User Utilities menu selection.**

To initiate the process to Modify a PSD Serial Number prefix:

1. Select the **PSD/MODIFY PSD SERIAL NUM PREFIX** option from the Main Screen pull-down menu. The screen shown below will display.



2. Click on the pull-down button to the right of the **Old Prefix** field to see a list of the PSD Serial Number prefixes that your User ID can access. Select the desired Prefix.
3. Click on the pull-down button to the right of the **Manager Code** field to see a list of the Manager Code values that your User ID can access for the Prefix selected in step #1.
4. Click on the pull-down button to the right of the **New Prefix** field to see a list of the PSD Serial Number prefixes that are available to your User ID for the Old Prefix/Manager Code combination selected in items #2 and3. Select the desired Prefix.

Note: If you do not see the Prefix you need to Modify your prefixes to, call the PARTS Help Desk at (301) 744-6711 for instructions on having it added to your UserID profile.

5. Click on the **Search** button. A listing of the PSDs containing the Prefix/Manager Code entered will display.
6. Click the checkboxes for each PSD to be modified, or click the **Select All** button at the bottom of the screen to select all the PSDs listed.
7. Click the **Save** button. A message box will display, informing you that the selected PSDs will have their Prefixes modified to the new Prefix. Click **OK** to continue.
8. Once the updates have been completed, a message box will display, informing you the modify process has been completed and giving you the options to initiate a new modify process, refresh the current query to verify the selected PSDs no longer have the Old Prefix, or exit the Modify screen and return to the PARTS Main screen.

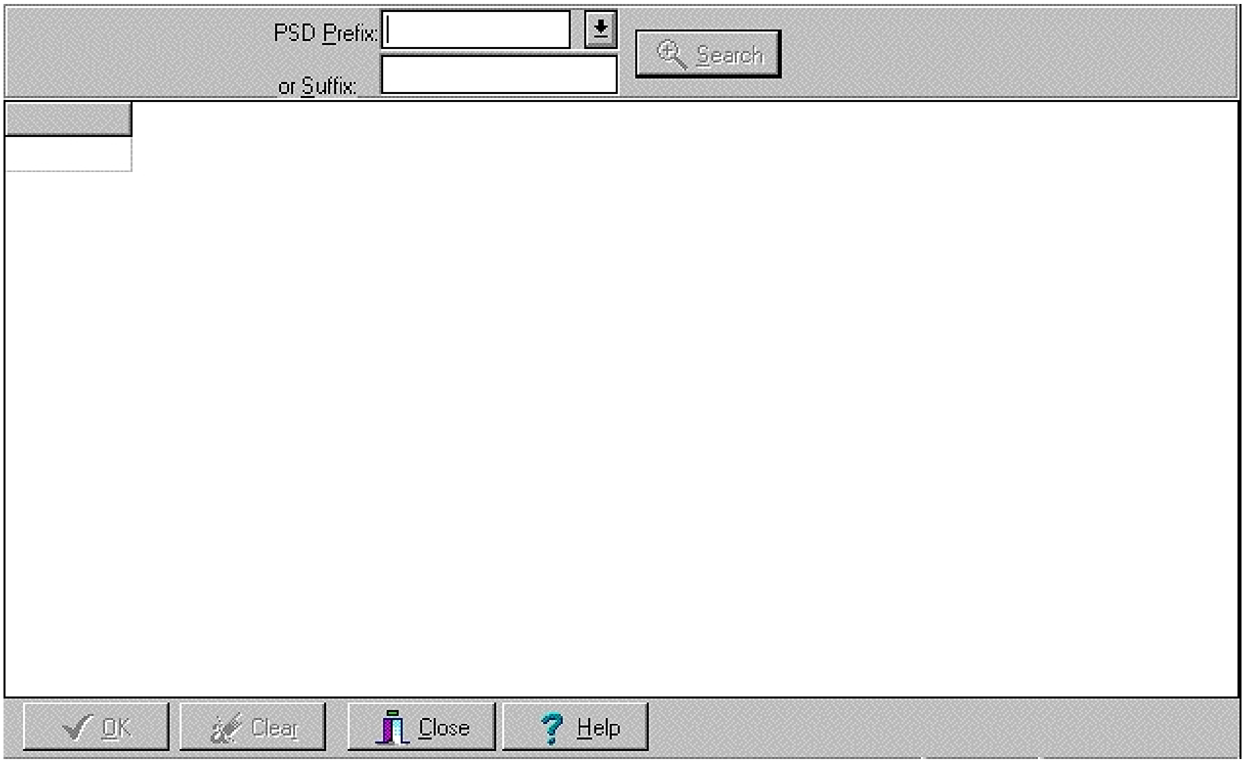
Back to Beginning of Section, Beginning of Page

Archiving a PSD

- **Note: PSD access for this process is coded to restrict users to view only PSDs for which they have Update Access. That is, you cannot Archive PSDs that you are not authorized to update. For more details, call the PARTS Help Desk at (301) 744-6711.**

To initiate the process to Archive a PSD:

1. Select the PSD / ARCHIVE PSD option from the Main Screen pull-down menu. The screen shown below will display.

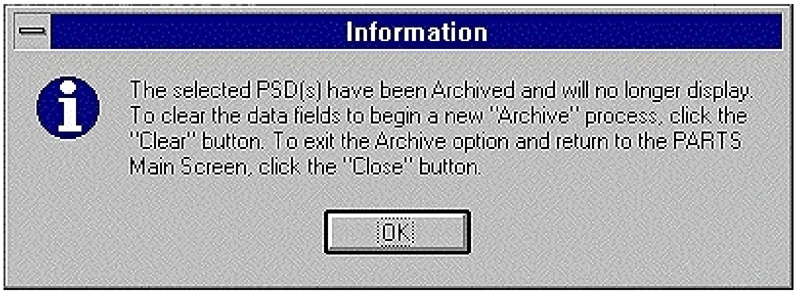


2. You can select and archive several PSDs at once, or individually:
    - To select several PSDs for archival by retrieving a group of PSDs by Serial Number Prefix, enter the desired prefix in the **PSD Prefix** field (the PSD Prefix is the first seven characters of the PSD Serial Number).
    - To select an individual PSD for archival, enter the desired suffix in the **Suffix** field (the PSD Suffix is the

last seven characters of the PSD Serial Number).

3. After entering the desired search data, click the **Search** button. If the search data was entered correctly, and records exist, they will be retrieved and displayed. If no records exist for the data entered, the message "No records found." will display in the Status Bar at the bottom left of the screen.
4. If a PSD Prefix was entered, and several PSDs are displayed, select a PSD to archive by placing the mouse pointer on it and clicking once. If you wish to select more that one PSD, hold the **Control** key down as you select each subsequent PSD.
5. Once all desired PSDs have been selected, click the **OK** button at the bottom of the screen. A confirmation box will display, with a message reading "Selected PSD(s) will be Archived. Continue?" Click **Yes** to confirm and continue or **No** to cancel the archive process.
6. If **Yes** is clicked, the information message box shown below will display. As described in the message, the PSDs just archived will no longer appear on the list of PSDs displayed on-screen. Click the **OK** button to continue.

   Note: When a PSD is Archived, an email notice of the transaction will be sent to the email addresses of the PSD Points of Contacts identified at the bottom of the 1390 screen/form, and to the appropriate PARTS PSDCs.



The selected PSD(s) have been Archived and will no longer display. To clear the data fields to begin a new "Archive" process, click the "Clear" button. To exit the Archive option and return to the PARTS Main Screen, click the "Close" button.

7. To initiate a new archive process, click the **Clear** button. This will clear all data currently displayed. Repeat the process beginning with step #2. To exit the Achive screen/process, click the **Close** button.

Back to Beginning of Section, Beginning of Page

Deleting a PSD

This feature enables you to **Mark PSDs for Deletion** which will effectively remove them from the active PSD files. This will prevent them from being updated and exclude them from all but the PSD Forms report. That is, users will still be able to view these PSDs using the PSD/VIEW, UPDATE selection, and print copies of them using the REPORTS/PSD FORMS report selection from the PARTS Main Menu, but they will not be able to midify them. Those PSDs marked for Deletion will be reviewed by the PSD Coordinator, who will make the final decision (and action) to actually delete them form the PARTS tables.

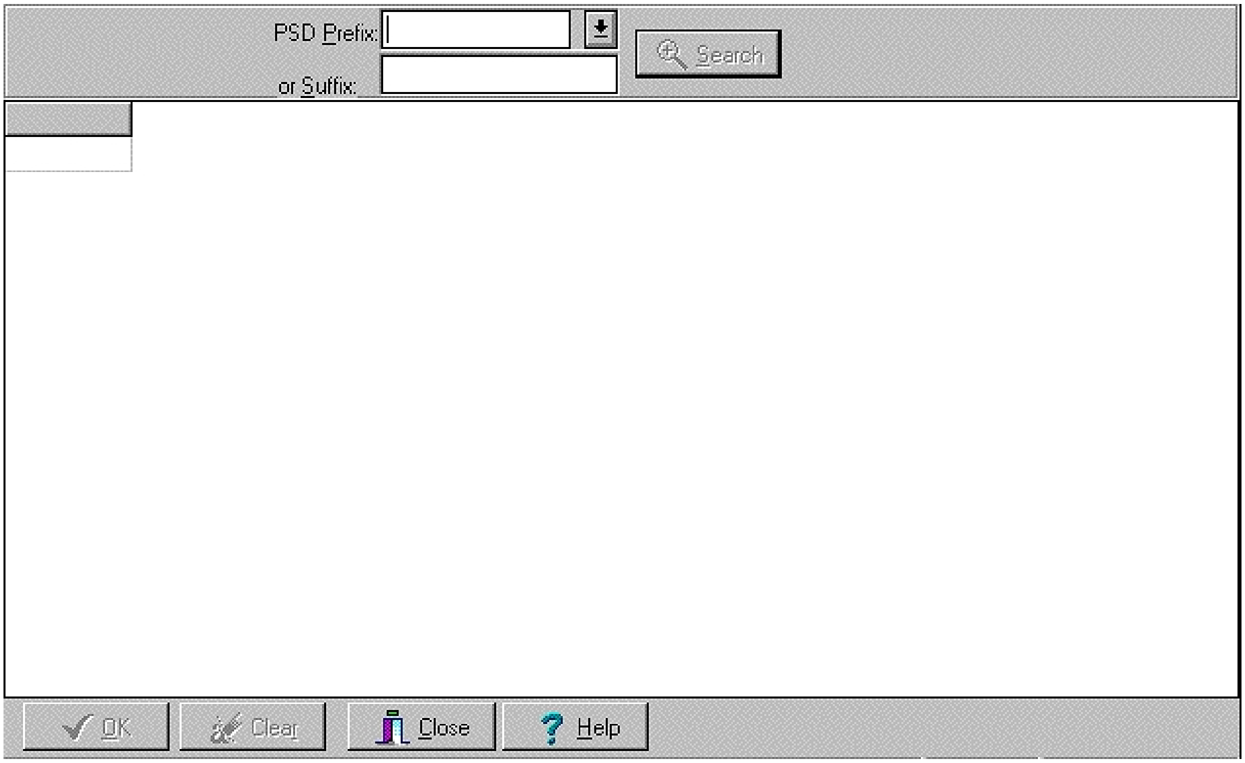
WHEN TO DELETE A PSD: As per NAVSUP Instruction 4420.36, PSDs should be deleted when the following three conditions are met:

1. All End Item procurements have been completed and no new ones are planned.
2. The Material Support Date has been reached.
3. All equipment installations have been completed and Preliminary Operational Capability (POC) dates have been reached.
   Note: PSD access for this process is coded to restrict you to view only PSDs for which you have Update Access. That is, you cannot mark PSDs for Deletion if you are not authorized to update them. For more details, call the PARTS Help Desk at (301) 744-6711.

To initiate the process to Delete a PSD:

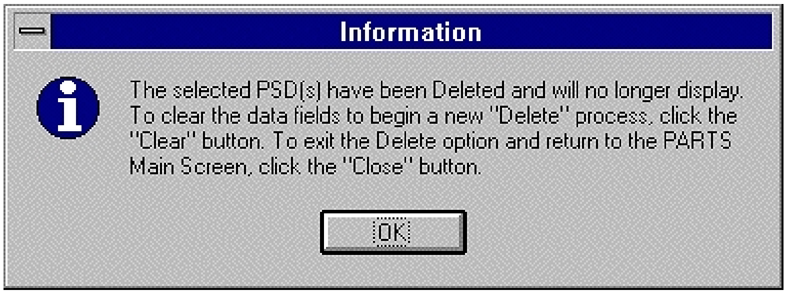
1. Select the **PSD/DELETE PSD** option from the Main Screen pull-down menu. The screen shown below will

display.



2. You can select and mark several PSDs for deletion at once, or individually:
    - To select several PSDs to mark for deletion by retrieving a group of PSDs by Serial Number Prefix, enter the desired prefix in the **PSD Prefix** field (the PSD Prefix is the first seven characters of the PSD Serial Number).
    - To select an individual PSD for archival, enter the desired suffix in the **Suffix** field (the PSD Suffix is the last seven characters of the PSD Serial Number).
3. After entering the desired search data, click the **Search** button. If the search data was entered correctly, and records exist, they will be retrieved and displayed. If no records exist for the data entered, the message "No records found." will display in the Status Bar at the bottom left of the screen.
4. If a PSD Prefix was entered, and several PSDs are displayed, select a PSD to archive by placing the mouse pointer on it and clicking once. If you wish to select more that one PSD, hold the **Control** Key down as you select each subsequent PSD.
5. Once all desired PSDs have been selected, click the **OK** button at the bottom of the screen. A confirmation box will display, with a message reading "Selected PSD(s) will be Marked for Deletion. Continue?" Click **Yes** to confirm and continue or **No** to cancel the deletion process.
6. If **Yes** is clicked, the information message box shown below will display. As described in the message, the PSDs just marked for deletion will no longer appear on the list of PSDs displayed on-screen. Click the **OK** button to continue.

Note: When a PSD is marked for deletion, an email notice of the transaction will be sent to the email addresses of the PSD Points of Contacts identified at the bottom of the 1390 screen/form, and to the appropriate PARTS PSDCs.



The selected PSD(s) have been Deleted and will no longer display. To clear the data fields to begin a new "Delete" process, click the "Clear" button. To exit the Delete option and return to the PARTS Main Screen, click the "Close" button.

7. To initiate a Delete process, click the **Clear** button. This will clear all data currently displayed. Repeat the process beginning with step #2. To exit the Delete screen/process, click the **Close** button.

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents	Part3: Connecting to PARTS
Part1: Intro to PSD and PARTS	Part4: Database Basics
Part2: The PSD Forms	Part5: PARTS Operation

Revised 10 December 1998
Revised 17 August 2000 - Updated last screen of Wizard process to show print button.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.

The PSD Search Wizard

The **PSD Search Wizard** is primarily used to query PSDs by fields other than the PSD Serial Number suffix. For example, on the NAVSUP 1390 screen, using the Search Wizard, a user can query a PSD(s) by the Nomenclature, P-1 Line Title, Subhead, or a combination of those or other fields. The Search Wizard consists of five steps:

> Step #1- Select the Form (this form is not required, and therefore not displayed if the Search Wizard is initiated from a PSD form screen),
> Step #2 - Select the Fields,
> Step #3 - Enter the Values,
> Step #4 - Select the desired Order, and
> Step #5 - The Results Screen.

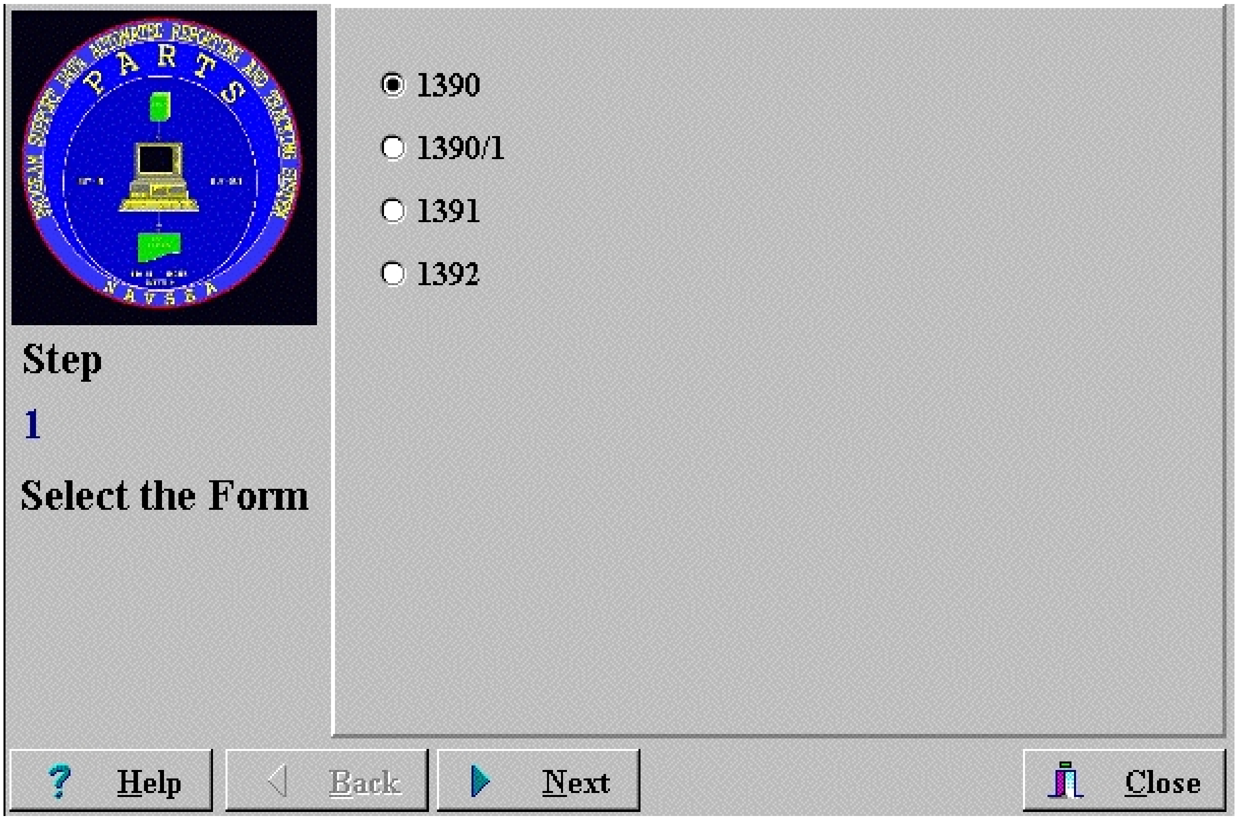
The Search Wizard can be activated using either of the methods described below, **but only with the first method can you reaccess the Results Screen to view other PSDs without redoing the search process.**

1)- From the main screen tool bar, click the **PSD Search Wizard** button. This is the one displaying a magnifying glass:

2)- When any of the PSD form screens are displayed (1390, 1390/1, 1391, 1392), leave the Search field blank and click the **Search** button. **NOTE: When initiated in this manner, the "Step 2", screen is displayed first.**

Step #1 - Select the Form

> This is the first screen that displays when the Search Wizard is initiated from the main menu tool bar (method #1 above). From this screen, the user selects the PSD form to query from, which in turn dictates the available query fields. Only one form can be selected.
>
> To continue, select the desired form and click the **Next** button. The **Step 2 - Select the Fields** screen will display next.
>
> To exit the PSD Search Wizard, click the **Close** button.



Back to Beginning of Section, Beginning of Page

Step #2 - Select the Fields

This is the second screen that displays if the Search Wizard is initiated from the main menu tool bar, or the first screen to display if initiated from a PSD form screen (1390, 1390/1, 1391, 1392). From this screen, the user selects the fields to use for the search.

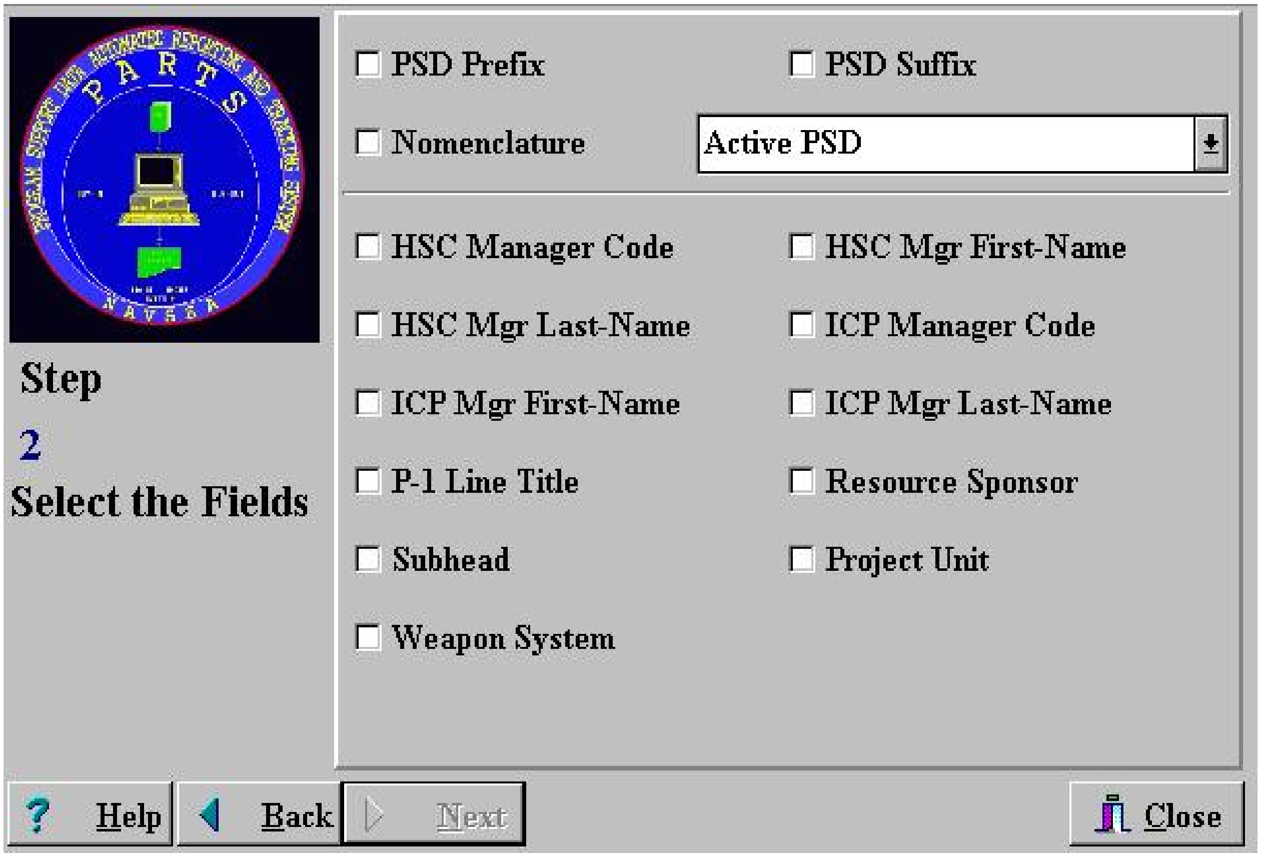
The fields available depend on the PSD form selected. In the sample screen shown below, the 1390 form in selected. There is no limit to the number of fields that can be selected.

As a default, only **active PSDs** meeting the search criteria are displayed. To search for 'Archive' or 'Marked for Deletion' PSDs, use the pull-down button to select the desired parameter.

If you wish to select a different form for your search, click the **Back** button to return to the **Step 1 Select the Form** screen.

To continue, click the desired fields and click the **Next** button. The **Step 3 - Enter the Values** screen will display next.

To exit the PSD Search Wizard, click the **Close** button.


Step
2
Select the Fields
☐ PSD Prefix
☐ PSD Suffix
☐ Nomenclature
Active PSD
☐ HSC Manager Code
☐ HSC Mgr First-Name
☐ HSC Mgr Last-Name
☐ ICP Manager Code
☐ ICP Mgr First-Name
☐ ICP Mgr Last-Name
☐ P-1 Line Title
☐ Resource Sponsor
☐ Subhead
☐ Project Unit
☐ Weapon System
Help
Back
Next
Close

Back to Beginning of Section, Beginning of Page

Step #3 - Enter the Values

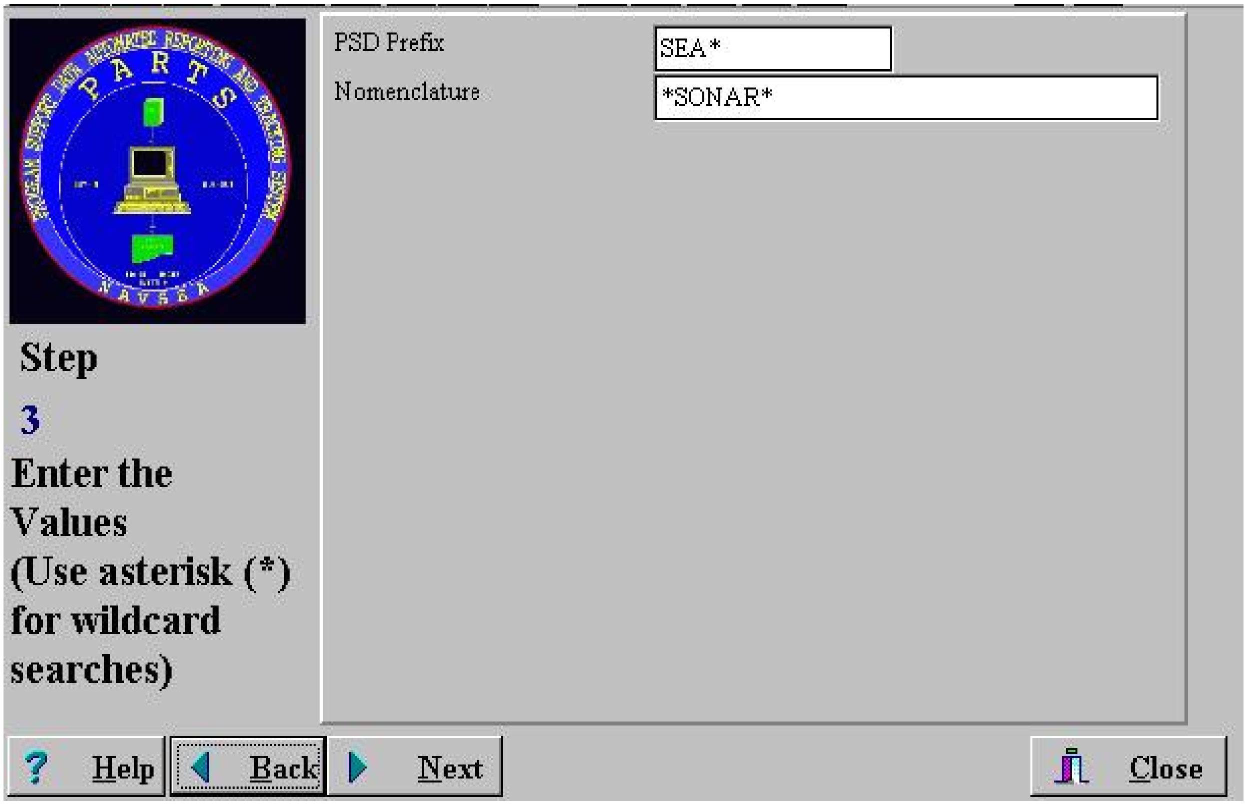
This screen is used to enter search values for the fields selected in Step #2 on the **Select the Fields** screen. In the previous sample screen, the PSD Prefix and Nomenclature fields were selected, so they are the fields displayed in the sample screen below.

Note in the 'Nomenclature' field that the query text entered ,"SONAR", is preceded and ended with an asterisk "*". This is the global search character, and can be used for any search field when the exact spelling or format of a field value is not known. In this example, a listing will display for all PSDs that have a PSD Serial Number Prefix beginning with "SEA", and have the word "SONAR" anywhere in the Nomenclature text.

If you wish to select different fields for your search, click the **Back** button.to return to the **Step 2 Select the Fields** screen.

To continue, enter the desired search data in the displayed fields and click the **Next** button. The **Step 4 - Select the desired Order** screen will display next.

To exit the PSD Search Wizard, click the **Close** button.



Step
3
Enter the Values
(Use asterisk (*) for wildcard searches)
Help
Back
Next
Close

PSD Prefix SEA*

Nomenclature *SONAR*

Back to Beginning or Section, Beginning of Page

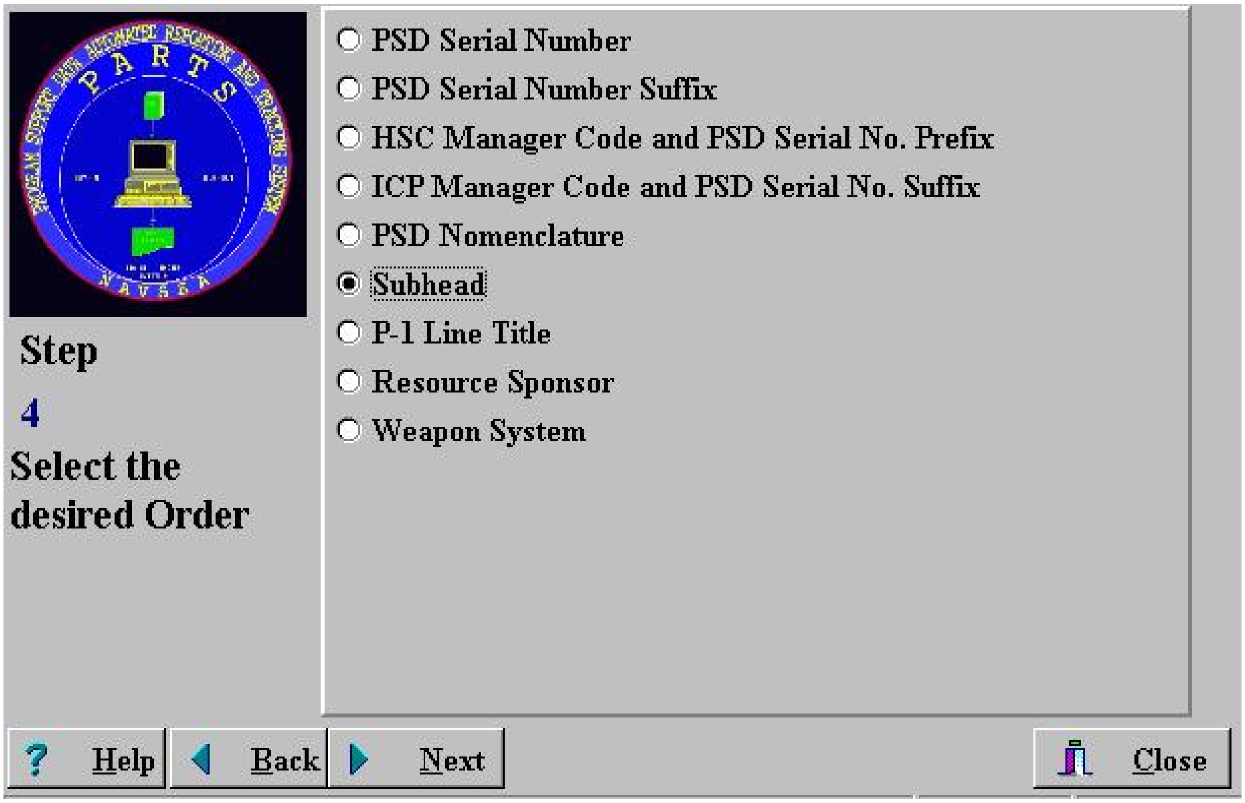
Step #4 - Select the desired Order

This screen is used to select a sort order for the records to be displayed on the results screen.

If you wish to change the search data used for your search, click the **Back** button.to return to the **Step 3 Enter the Values** screen.

To continue, select the desired order parameter and click the **Next** button. The Results Screen, displaying a list of PSDs matching the search data entered will display next.

To exit the PSD Search Wizard, click the **Close** button.


Step

4

Select the desired Order

○ PSD Serial Number
○ PSD Serial Number Suffix
○ HSC Manager Code and PSD Serial No. Prefix
○ ICP Manager Code and PSD Serial No. Suffix
○ PSD Nomenclature
● Subhead
○ P-1 Line Title
○ Resource Sponsor
○ Weapon System

PARTS
NAVSEA
Help
Back
Next
Close

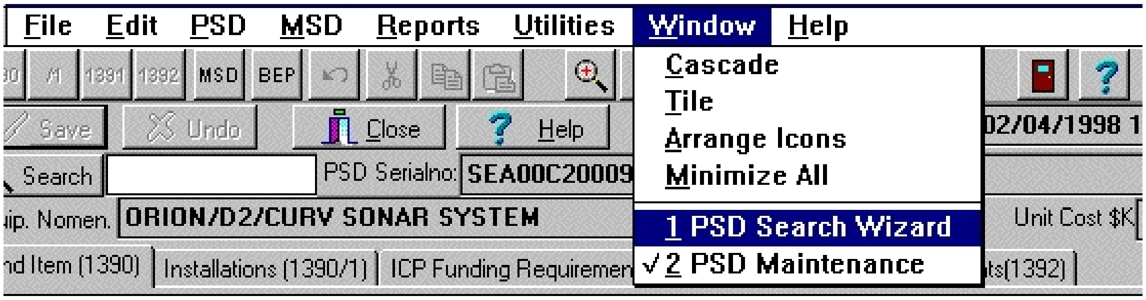
Back to Beginning of Section, Beginning of Page

Step #5 - The Results Screen (PSD Listing)

This screen displays the PSD records matching the search criteria entered. A "total records" count value is displayed at the bottom center of the screen.

To view a PSD from the list, single-click the desired record using the mouse pointer, then click the **Select** button. The corresponding data for the record selected will be displayed in the source PSD form or the one selected in Step #1.

If you wish to retrieve the results screen to select a different PSD from the listing, use the **Windows** pull-down menu from the main menu bar and select the **PSD Search Wizard** selection (shown below). This will retrieve the Results Screen with the record listing displayed.
NOTE: As described previously, this feature only applies if the Search Wizard was initiated using the 'PSD Search Wizard' button on the Main Menu tool bar.


PSD Serialno: SEA00C20009

ip. Nomen. ORION/D2/CURV SONAR SYSTEM

02/04/1998 1

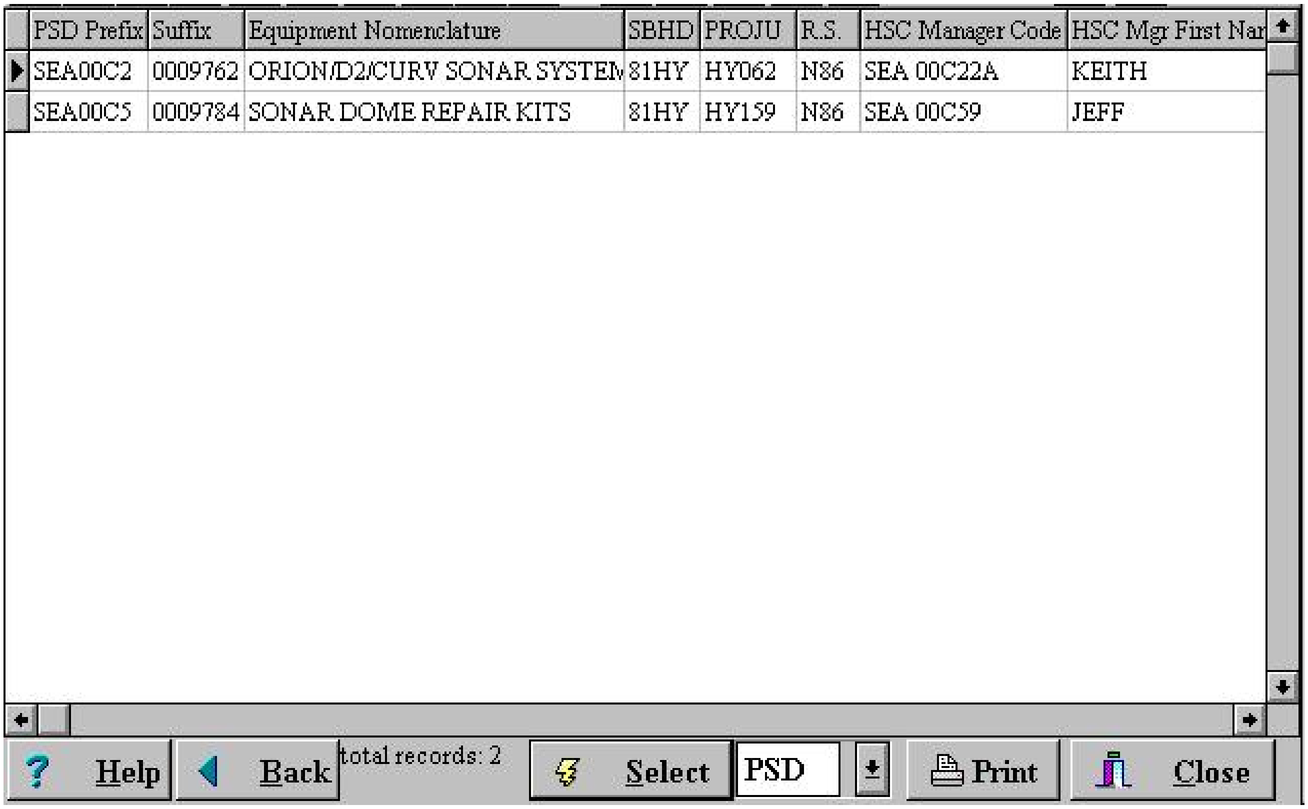
File
Edit
PSD
MSD
Reports
Utilities
Window
Help
1391
1392
MSD
BEP
Save
Undo
Close
Help
Search
Cascade
Tile
Arrange Icons
Minimize All
1 PSD Search Wizard
✓ 2 PSD Maintenance
Unit Cost $K
nd Item (1390)
Installations (1390/1)
ICP Funding Requiremen
ts(1392)

If a new search is desired, click either of the Search Wizard buttons described in the beginning of this section. Depending on the button clicked, this will start the search process over at the Step #1 or #2 screen (it will not retrieve the previous results listing).

If you wish to change the sort order used for your search, click the **Back** button.to return to the **Step 4 Select the desired Order** screen.

To print the displayed listing, click the **Print** button. The printed listing will display only the PSD Serial Number, Equipment Nomenclature, and the HSC and ICP Manager information (name, code, phone number). If the sort order selected is for a field not displayed on the printed listing, the data will be sorted by Serial Number.

To exit the PSD Search Wizard, click the **Close** button.



PSD Prefix	Suffix	Equipment Nomenclature	SBHD	PROJU	R.S.	HSC Manager Code	HSC Mgr First Nar
SEA00C2	0009762	ORION/D2/CURV SONAR SYSTEM	81HY	HY062	N86	SEA 00C22A	KEITH
SEA00C5	0009784	SONAR DOME REPAIR KITS	81HY	HY159	N86	SEA 00C59	JEFF

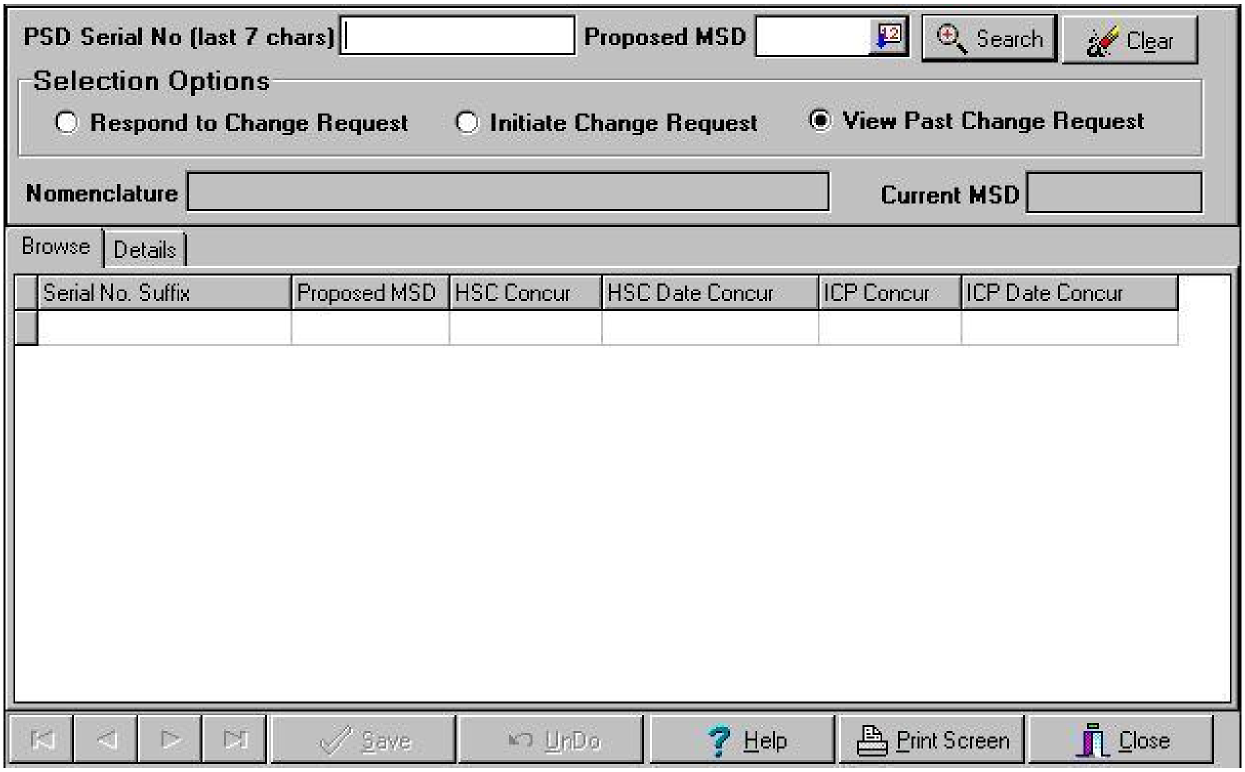
total records: 2

Back to Beginning of Section, Beginning of Page

Revised 11 Dec 1998
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 7 November 2001 - Updated both MSD screen shots to reflect cosmetic changes and updated MSD directions to more accurately reflect operation process.

Material Support Date (MSD)

The Material Support Date is a negotiated date between the HSC and NAVICP Program Managers. It is the month and year when the NAVICP will be responsible to provide spares and repair parts support for a given equipment (excluding initial Maintenance Assistance Modules (MAMs) and Installation and Check-Out spares (INCOs)). This option is used to coordinate MSD changes between the HSC and ICP PMs. Select the "MSD" selection from the PARTS main Screen to access the MSD Change Request screen, shown below. The **Selection Options** section of the screen is used to select the process to be executed. The choices are Respond to Change Request, Initiate Change Request, and View Past Change Request. The default option when the screen is initially selected is View Past Change Reqest. Instructions for each process follows.


PSD Serial No (last 7 chars)
Proposed MSD
Search
Clear
Selection Options
○ Respond to Change Request
○ Initiate Change Request
● View Past Change Request
Nomenclature
Current MSD
Browse
Details
Serial No. Suffix
Proposed MSD
HSC Concur
HSC Date Concur
ICP Concur
ICP Date Concur
Save
UnDo
Help
Print Screen
Close

Initiating an MSD Change Request

The **Initiate Change Request** process is used by either the HSC or ICP program office to initiate the process of changing a Material Support Date (MSD). You will be restricted to the ICP or HSC portion of the form, based on your User ID type. When an MSD change form has been successfully completed, the **Proposed MSD** field on the NAVSUP 1390 form will automatically be updated to reflect this date, and notification messages will be automatically sent (via email) to the counterpart Program Manager and the appropriate PSD Coordinators. The **MSD** field on the 1390 form will not be updated until both sides have concurred to the Proposed MSD. If the opposite activity (HSC or ICP) non-concurs to the proposed date, the 1390 form PMSD will automatically be reset back to the existing MSD value (unless the MSD value is blank, in which case the PMSD will remain unchanged).

To initiate an MSD Change Request:

1. Click the **Initiate Change Request** selection in the **Selection Options** section of the screen. The cursor should be flashing in the **PSD Serial No** field. If not, use your mouse pointer to place it there.
2. Type in the last five (5) numbers of the PSD Serial Number, press the **Tab** key to move to the **Proposed MSD** field, type in the desired Proposed MSD (format mm/yyyy), and click the **Search** button Search. One of the following will happen:
    - If a previous MSD Change record(s) with the same Serial Number/PMSD combination exist, the following message screen will display: "**A previous MSD Change record(s) with this PSD Serial Number/Proposed MSD combination already exist! Do you want to View the past request(s) or Continue creating the new request?**". Click the **Continue** button to proceed with the new request, click the **View** button to view the past request(s), or click the **Cancel** button to cancel the process. Typically, this situation will occur when a user is attempting to create an MSD Change Record with a PMSD that was non-concurred to in the past.
    - If an outstanding MSD change record already exist for the PSD of interest (that is, an MSD Request where an HSC or ICP response is required), the following message will display: "**An outstanding MSD Change request already exist! Do you want to view the existing request?**". In this case, it is a good idea to view the record to identify which activities response (ICP or HSC) is required (It may be you!).
    - If there are no previous MSD Change records with the same Serial Number/PMSD combination, and no outstanding Change Requests, the **Yes** box in the **Concur?** section will automatically be checked and the cursor will go to the **MSD Change Due To PTD Date Change?** field.
3. The **MSD Change Due To PTD Date Change?** is a mandatory Y(es)/N(o) field that is defaulted to 'N'. The process operates as follows for N and Y:
    - If the MSD change is not due to a PTD Date change, leave the 'N' value and press the **Tab** key to move the cursor to the **MSD Change Justification** field.
    - If the MSD change is due to a PTD Date change enter a 'Y'. At this point, a **New PTD Date** field will appear to the right of the **Y/N** field. Enter the new PTD date and press the **Tab** key to move to the **MSD Change Justification** field.
      NOTE 1: The **New PTD Date** entry is mandatory when **Y** is entered for the **MSD Change Due to PTD Date Change** question, and the **Save** button will not activate without it.If the **MSD Change Due To PTD Date Change?** prompt was answered **Y**, on Save, the text: "PTD Date Change" will automatically be entered in the **MSD Change Justifiation** field.
      NOTE 2: If the **MSD Change Due To PTD Date Change?** prompt was answered **Y**, on Save, the text: "PTD Date Change" will automatically be entered in the **MSD Change Justifiation** field.
4. Enter applicable text for the **MSD Change Justification** field and click the **Save** button. The message "Sending MSD Change Notification. Please wait." will display in the status bar at the bottom of the screen. When the process is complete, the **Close** button at the bottom right of the screen will become active.
   Caution: The MSD Change Justification entry is mandatory, and the Save button will not activate without it.
5. To process an MSD Change for another PSD, click the **Clear** button, and, starting with item #1 above, repeat the procedure for the next PSD Serial Number. Or, to exit the screen and return to the PARTS main screen, click the **Close** button.

Back to Beginning of Section, Beginning of Page

Responding to an MSD Change Request

The **Respond to Change Request** process is used by either the HSC or ICP program office to answer (Concur/Nonconcur) to a Material Support Date (MSD) change request initiated by the opposite activity. You will be restricted to the ICP or HSC portion of the form, based on your User ID type. When both the HSC and ICP users concur to an MSD change date using this form, the **MSD** field on the NAVSUP 1390 form will automatically be updated to reflect the new date, and notification messages will be automatically sent (via email) to the counterpart Program Manager and the appropriate PSDCs. If the opposite activity (HSC or ICP) non-concurs to the proposed date, the 1390 form PMSD will automatically be reset back to the existing MSD value (unless the MSD value is blank, in which case the PMSD will remain unchanged).

To respond to an MSD Change Request:

1. Click the **Respond to Change Request** selection in the **Selection Options** section of the screen. The cursor should be flashing in the **PSD Serial No** field. If not, use your mouse pointer to place it there.
2. Type in the last five (5) numbers of the PSD Serial Number, then click the **Search** button 🔍 Search. One of the following will happen:
    - If the response is required from the opposite activity (HSC or ICP) instead of the activity currently attempting to respond, the following 'Confirm' message will display: "**The outstanding MSD Change Request for this PSD requires action from the ICP (or HSC) program office. (Not the HSC (or ICP)). Do you wish to view the outstanding Change Request?**". Click the **Yes** button if you wish to view the record, or the **No** button if you wish to cancel the action.
    - If no outstanding MSD change record exist for the PSD Serial Number entered (or the PSD Serial Number is entered incorrectly) the 'Error' message "**Record not found**" will display.
    - If the correct PSD Serial Number suffix was entered, and an outstanding MSD Change Request exist that requires a response from the activity of the current user (HSC or ICP), the record will be retrieved and displayed.
      NOTE: If the correct PSD Serial Number suffix was entered, on the record retrieved, the counterpart **Yes** box in the **Concur?** section will contain an 'X' and the **MSD Change Justification** section will be completed.
3. Click the **Yes** or **No** check box of the **Concur?** section, as appropriate. If you select the 'No' box, you must provide an explanation in the **Non Concurrence Justification** field.

   NOTE: the Save button *Will Not Activate* until the Concur?: (Yes or No) and, if required, the Nonconcurrence Justification data is completed.

4. Click the **Save** button. Depending on the situation, the process may take a few moments, and various messages will display in the status bar at the bottom of the screen. When completed, the **Close** button at the bottom right of the screen will become active.
5. To respond to an MSD Change for another PSD, click the **Clear** button, and starting with item #1 above, repeat the procedure for the next PSD Serial Number. Or, to exit the screen and return to the PARTS main screen, click the **Close** button.

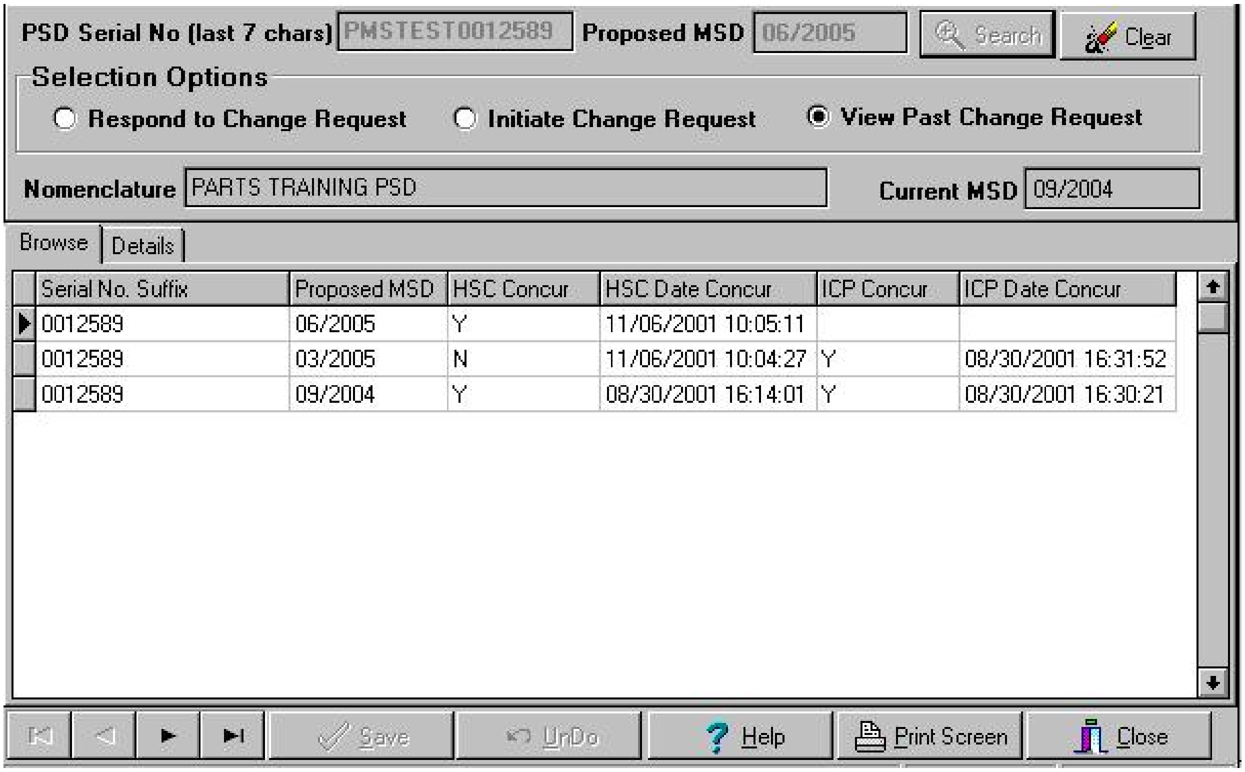
Back to Beginning of Section, Beginning of Page

Viewing Past MSD Change Requests

The **View Past MSD Change Requests** option enables you to view all MSD Change Request records for a given PSD. It displays the Proposed MSD for the PSD Serial Number entered and the names of the affected HSC/ICP Program Managers, their response to the Change Request (Yes or No), and the date and time of their response. All data displayed is read-only. That is, the data cannot be changed. In addition to the main MSD Change screen, there is a Browse screen available to view data for several records at once.

To view past MSD Change Requests

1. Click the **View Past Change Request** selection in the **Selection Options** section of the screen. The cursor should be flashing in the **PSD Serial No** field. If not, use your mouse pointer to place it there.
2. Type in the last five (5) numbers of the PSD Serial Number (if you are looking for a specific Change Request record, type in the desired "Proposed MSD" value as well) and click the **Search** button 🔍 Search. If the correct data has been entered, the most recent MSD Change Request for that Serial Number will appear. To see any additional request(s) for the search data entered, click on the **Browse** tab located just below the **Nomenclature** field label. The screen shown below will be displayed. To see the details of a specific record, select it by single clicking on the line, then click the **Details** tab.



PSD Serial No (last 7 chars) PMSTEST0012589 Proposed MSD 06/2005

Selection Options

○ Respond to Change Request ○ Initiate Change Request ● View Past Change Request

Nomenclature PARTS TRAINING PSD Current MSD 09/2004

Serial No. Suffix	Proposed MSD	HSC Concur	HSC Date Concur	ICP Concur	ICP Date Concur
0012589	06/2005	Y	11/06/2001 10:05:11		
0012589	03/2005	N	11/06/2001 10:04:27	Y	08/30/2001 16:31:52
0012589	09/2004	Y	08/30/2001 16:14:01	Y	08/30/2001 16:30:21

3. To view past MSD Change records for another PSD, click the **Clear** button, and starting with item #1 above, repeat the procedure for the next PSD Serial Number. Or, to exit the screen and return to the PARTS main screen, click the **Close** button.

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 17 May 1999
Revised Jan 2000 - Updated text to the section on the **Report Destination** screen description to reflect the "Save to File" procedure changes resulting from the implementation of the new (faster) version of the PSD Forms Report.
Revised 16 Aug 2000 - Updated screens and text for new Save to File option for blank PSD forms, FY range selection fields for NAVSUP 1392, and sort order selection capability when more than one PSD is selected for print. Also added text to describe new feature for parameter retention on HSC/General reports.
Revised 12 Sept 2000 - Updated HSC/General screen and report descriptions to reflect the change from DVD/JITS PSD report to Performance Based Logistics PSD report.
Revised 11 Jan 2001 - Updated report descriptions for the "End Item List For Selected Sites/Hulls" and "PSD Archived/Deleted/Date Created" reports.
Revised 19 Jan 2001 - Updated screens and text to reflect new ICP Reports (PSD Listing for Selected Site/Hulls and ICP PSD Buy-In Budget Summary).
Revised 4 June 2001 - Added instructions to PSD Forms Report section on how to suppress report header page. For PSD Forms report "Save to File" option requirements description, added underline word "only" for statement on use of Mircosoft Word '97 version requirement.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.
Revised 20 Aug 2001 - Removed "Word '97 only" reference from PSD Forms report "Save to File" option requirements description and updated text and screen shots to reflect new Save to File file extension (.PSDRPT).
Revised 9 Aug 2002 - Updated HSC/General Reports screen shot and added report description for new report: Initial Spares Funding Requirements (unescalated $K).
Revised 22 November 2002 - Updated the MSD Reports screen shot to reflect cosmetic changes and added more detailed text to the report description.
Revised 12 February 2003 - Updated the Initial Spares Funding Requirements (unescalated $K) report description to reflect the addition of a seven year report version (in addition to the current eight and nine year versions).

Reports

The Reports Menu pull-down provides the following selections: PSD Forms, a menu of HSC specific and general PSD reports, a menu of ICP reports, and a menu for printing MSD Change reports. Descriptions for each report follows.

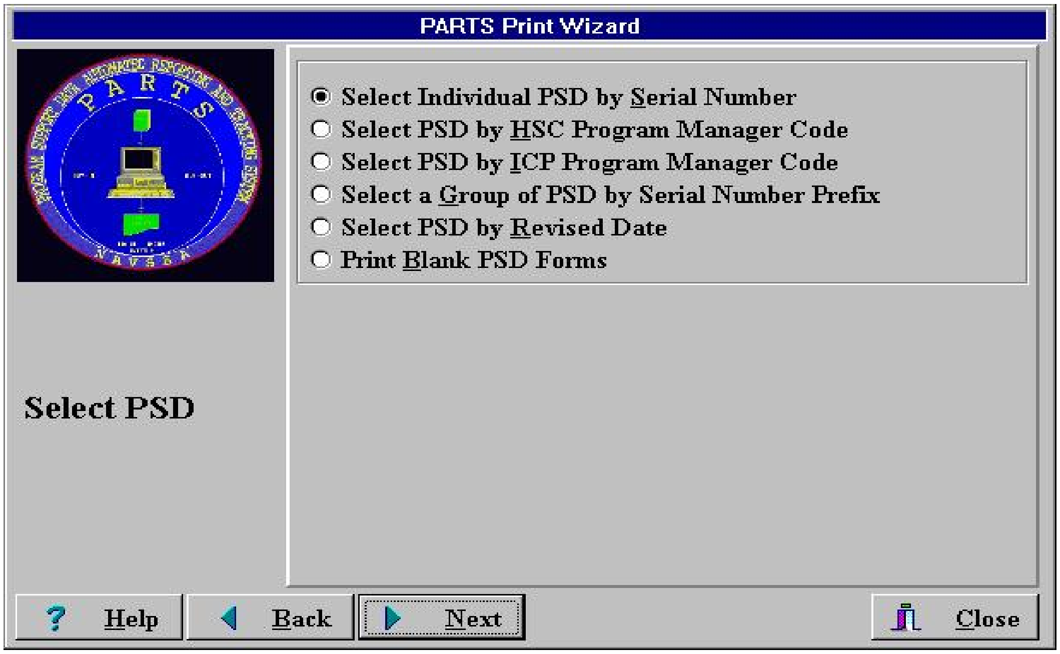
Generating PSD Forms Using the PARTS Print Wizard

NOTE: When printing PSD forms, a cover sheet that identifies the forms and PSD selected is generated and prints before the actual forms. To suppress the printing of this cover sheet, do the following:
1. select the **Preferences** option from the **File** menu selection on the main PARTS screen.
2. uncheck the item titled: **PSD forms report header page** .
3. click the **OK** button.

The PARTS Print Wizard is used to generate PSD forms and reports. The Print Wizard is used to identify the PSD you want, and then select the specific forms(s) (1390, 1390/1, 1391, 1392) you want to generate. It also allows you to view the forms(s) before printing or save them to a file on your local PC. You can also print blank PSD forms.

Select PSD screen

The **Select PSD** screen (below) enables you to print or generate a report file for specific PSD using any of five selection methods. You can select an individual PSD by Serial Number, and multiple selections of PSD by HSC program manager code, ICP manager code, serial number prefix, or revised date. There is also an option to print blank PSD forms. To activate these choices, select the appropriate option button and click on **Next**. Select **Help** for online help and **Close** to quit the Print Wizard.



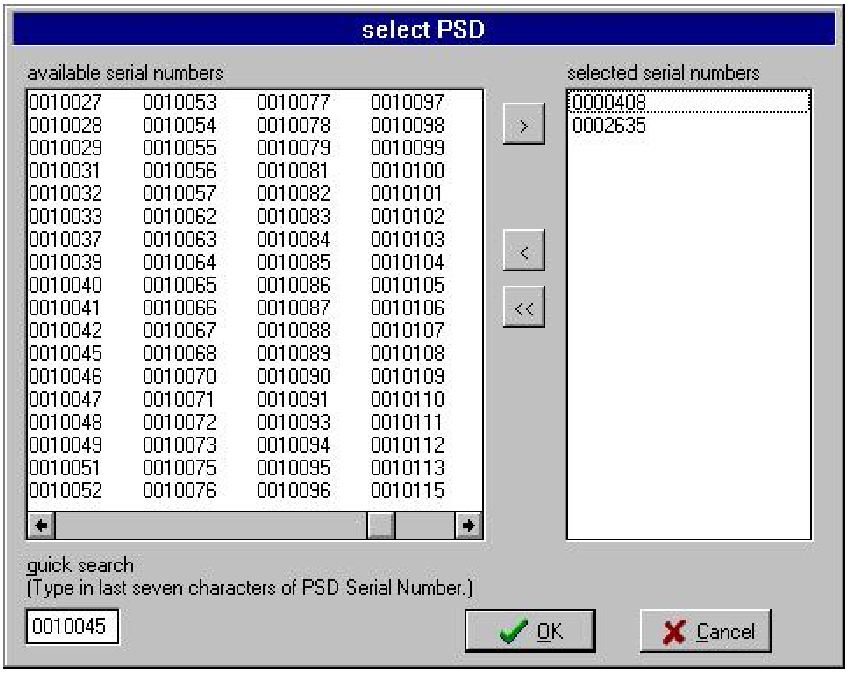
PARTS Print Wizard
● Select Individual PSD by Serial Number
○ Select PSD by HSC Program Manager Code
○ Select PSD by ICP Program Manager Code
○ Select a Group of PSD by Serial Number Prefix
○ Select PSD by Revised Date
○ Print Blank PSD Forms
Select PSD
Help
Back
Next
Close

- To **Select Individual PSD by Serial Number:**

  a)- In the resulting screen (below), display the desired serial number(s) on the screen using either the **quick search** aide or the horizontal scroll bar, then highlight the number with the mouse. Perform the following actions to transfer PSD serial numbers from the **available serial numbers** column to the **selected serial numbers** column.

  - To transfer the selected number to the **selected serial numbers** column, click on the >, **or** double-click on the number(s).
  - To remove a serial number from the **selected serial numbers** column, single click the number then click on the < button, **or** double-click on the number(s).
  - To clear the **selected serial numbers** column, click on the << button.

  b)- When all desired PSD serial numbers have been transferred, click on **OK** to go to continue or **Cancel** to return to the first page.



available serial numbers

0010027 0010053 0010077 0010097
0010028 0010054 0010078 0010098
0010029 0010055 0010079 0010099
0010031 0010056 0010081 0010100
0010032 0010057 0010082 0010101
0010033 0010062 0010083 0010102
0010037 0010063 0010084 0010103
0010039 0010064 0010085 0010104
0010040 0010065 0010086 0010105
0010041 0010066 0010087 0010106
0010042 0010067 0010088 0010107
0010045 0010068 0010089 0010108
0010046 0010070 0010090 0010109
0010047 0010071 0010091 0010110
0010048 0010072 0010093 0010111
0010049 0010073 0010094 0010112
0010051 0010075 0010095 0010113
0010052 0010076 0010096 0010115

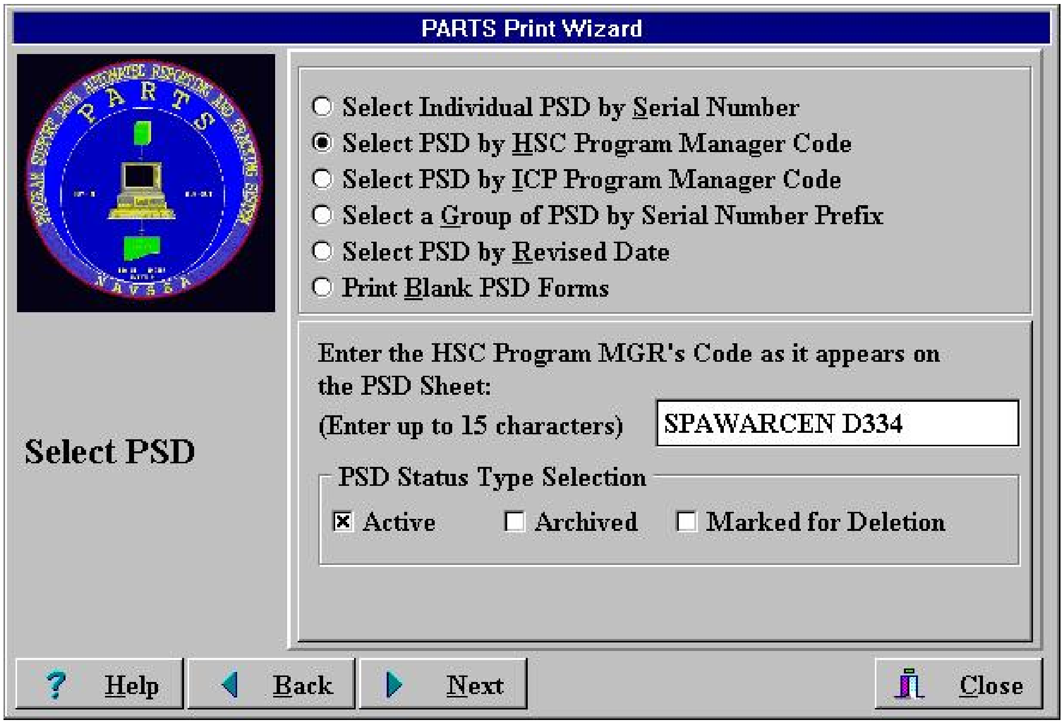
selected serial numbers

0000408
0002635

quick search
(Type in last seven characters of PSD Serial Number.)
0010045

To **Select PSD by HSC or ICP Program Manager Code**

a)- On the screen (HSC example below), enter the HSC or ICP Program Manager's code in the data field and select the PSD status type you want.
b)- Click on **Next** to go on to the next step**, Help** for online help, or **Close** to quit the Print Wizard.



○ Select Individual PSD by Serial Number
● Select PSD by HSC Program Manager Code
○ Select PSD by ICP Program Manager Code
○ Select a Group of PSD by Serial Number Prefix
○ Select PSD by Revised Date
○ Print Blank PSD Forms

Enter the HSC Program MGR's Code as it appears on the PSD Sheet:
(Enter up to 15 characters) SPAWARCEN D334

PSD Status Type Selection
☒ Active ☐ Archived ☐ Marked for Deletion

To **Select a Range of PSD by Serial Number Prefix:**

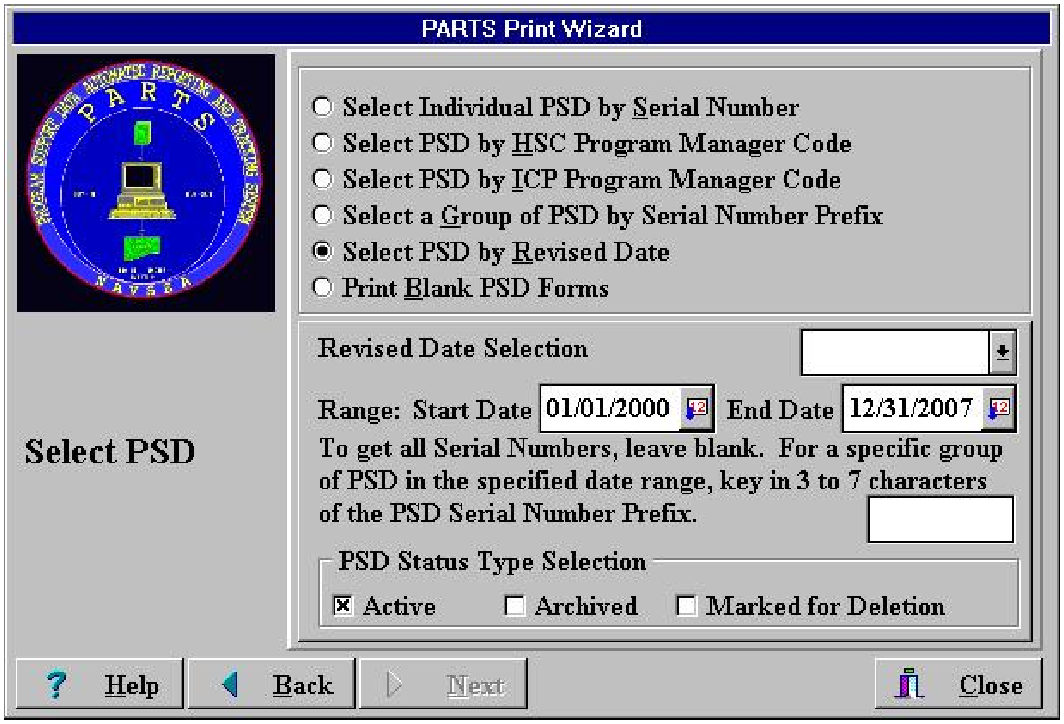
a)- In the screen (below), enter the first 3 - 7 digits of the serial number prefix in the data field, and select your preferred PSD status type.

Note: The fewer numbers you enter, the wider range of PSD you will get.

b)- Click on **Next** to go to the next step, **Help** for online help, or **Close** to quit the Print Wizard.

To **Select PSD by Revised Date**

a)- In the screen (below), select or enter the desired values for the **Revised Date Selection**, **Start** and **End Date,** and **PSD Serial Number Prefix** fields, and select your preferred PSD status type.



○ Select Individual PSD by Serial Number
○ Select PSD by HSC Program Manager Code
○ Select PSD by ICP Program Manager Code
○ Select a Group of PSD by Serial Number Prefix
● Select PSD by Revised Date
○ Print Blank PSD Forms

Revised Date Selection

Range: Start Date 01/01/2000 End Date 12/31/2007

To get all Serial Numbers, leave blank. For a specific group of PSD in the specified date range, key in 3 to 7 characters of the PSD Serial Number Prefix.

PSD Status Type Selection

☒ Active ☐ Archived ☐ Marked for Deletion

Note: The fewer numbers you enter, the wider range of PSD will be selected.

b)- Click on **Next** to go to the next step, **Help** to get online help, or **Close** to quit the Print Wizard.

To **Print Blank PSD Forms**

a)- In the screen (below), enter the number of copies to print, and select whether to send the forms directly to your printer or to save them to a file. Then click the **Select** button.

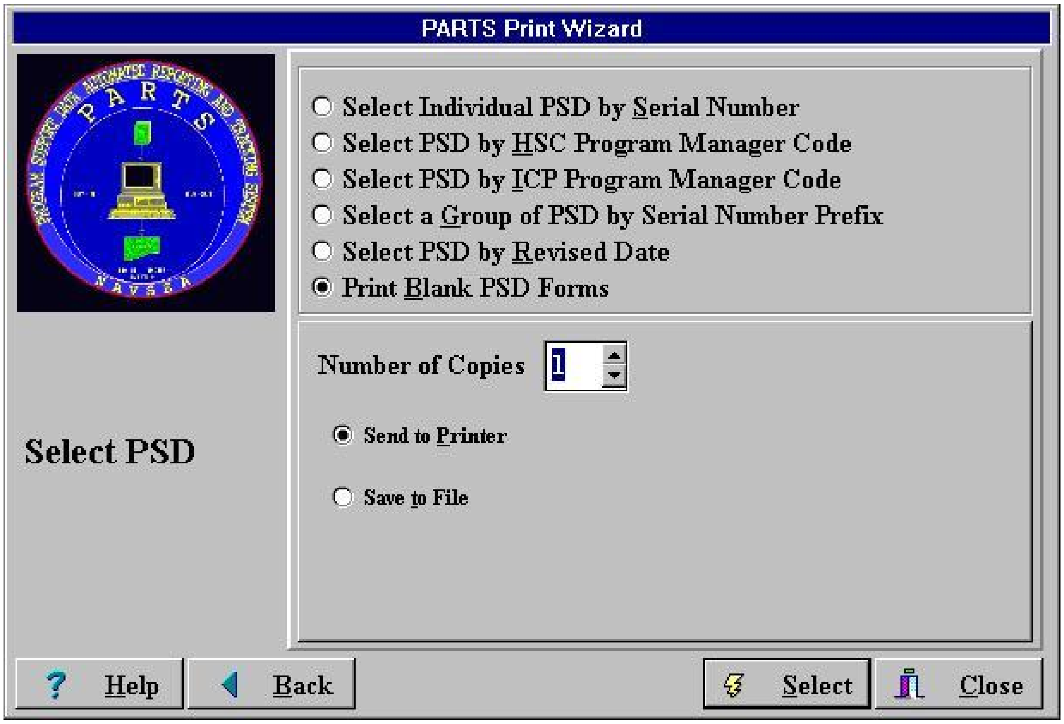
If you choose **Save to File** and click on Select, a **Save As** window will display. Use this to save the blank PSD report to a drive on your local PC. **NOTE**: To properly view and print a PSD report file that is saved to your PC, your PC must meet the following software requirements: **1)-** Microsoft Word. **2)-** you must download and install the **PSD Viewer** from the PARTS webpage (http://www.partsweb.navsea.navy.mil/). Once on the webpage, click the "Downloads" button for more instuctions. Please read the "Important notes" below before using the Save to File option.

a- Read the **IMPORTANT** notice in the **Save As** window, which explains the letter designations assigned by the PARTS system when saving to your local PC. Typically, your PC harddrive will be

designated as the **V:/** or **U:/** drive, NOT THE C:/ drive.
b- Note the **File Name** field in the **Save As** window has a default extension of "**.PSDRPT**" for the report file - THIS EXTENSION MUST NOT BE CHANGED. When the file is opened on your local PC, it must have this extension so it will be properly formated and displayed by the **PSD Viewer**.
c- Once the file has been saved to the PC drive and directory you have selected, it must be opened with the **PSD Viewer** (downloaded from the PARTS webpage at: http://www.partsweb.navsea.navy.mil) so that it will be formatted and saved in the correct format. To open the file with the PSD Viewer do the following (Windows PC):

1. Click the Windows **Start** button at the lower left corner of your PC.
2. Select the **View PARTS PSD** menu item on the Start menu, or, **PARTS PSD Viewer** menu item on your **Start/Programs** menu list. (Note to NAVICP-M users: From your **Start** menu, go to: Network Programs/NAVICP Applications/Ships-Submarines/Program Management/View PARTS PSD). This will retrieve and display a message box with a **Select a PSD** button.
3. Click the **Select a PSD** button. This will retrieve and display an **Open** box where you can locate the directory where you saved the PSD report file.
4. When you find the file, double-click it, or, single-click it and click the **Open** button. A decision box will display that gives you the option to convert the file with one or two forms per page. Click the desired button. The file will be converted and saved as a Word document.

b)- Click on **Back** to return to the previous step, **Help** to get online help, or **Close** to quit the Print Wizard.


PARTS Print Wizard
Select PSD
Help
Back
Select
Close

○ Select Individual PSD by Serial Number
○ Select PSD by HSC Program Manager Code
○ Select PSD by ICP Program Manager Code
○ Select a Group of PSD by Serial Number Prefix
○ Select PSD by Revised Date
● Print Blank PSD Forms

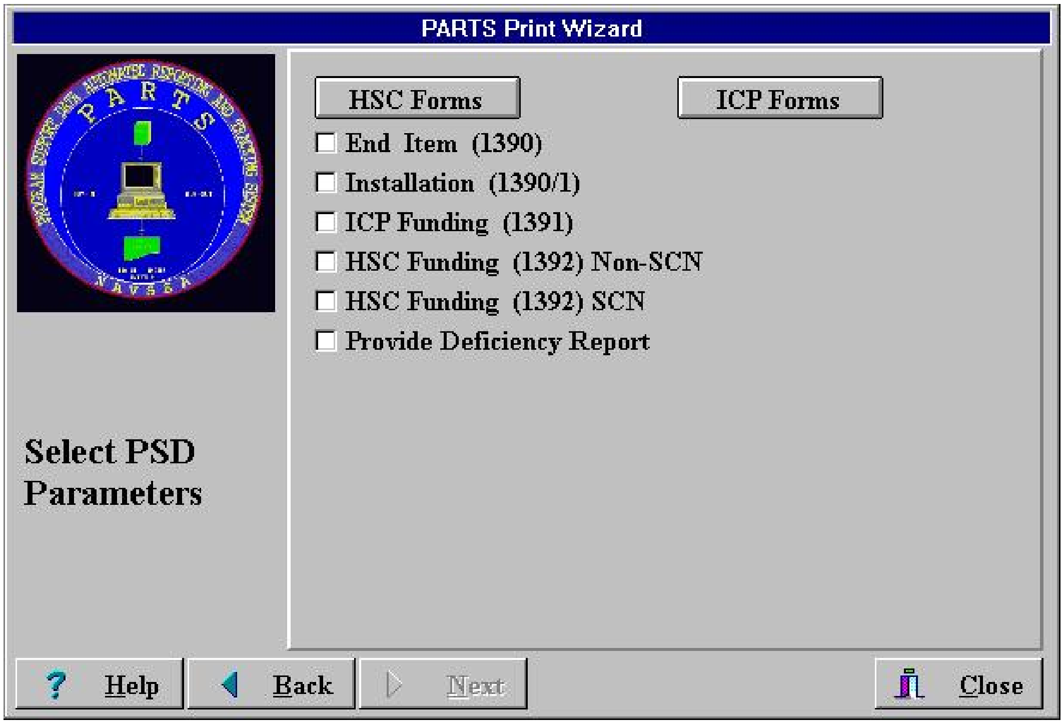
Number of Copies 1

● Send to Printer
○ Save to File

Select PSD Parameters screen

The **Select PSD Parameters** screen (below) enables you to select the PSD forms and/or reports to be generated. The **HSC Forms** button selects HSC-required forms (1390, 1390/1, and 1392); the **ICP Forms** button selects ICP-required forms (1390, 1390/1, and 1391).

a)- To make your selection, click on **HSC Forms**, **ICP Forms**, or the individual form box(s) or title(s).


PARTS Print Wizard
Select PSD Parameters
HSC Forms
ICP Forms
Help
Back
Next
Close

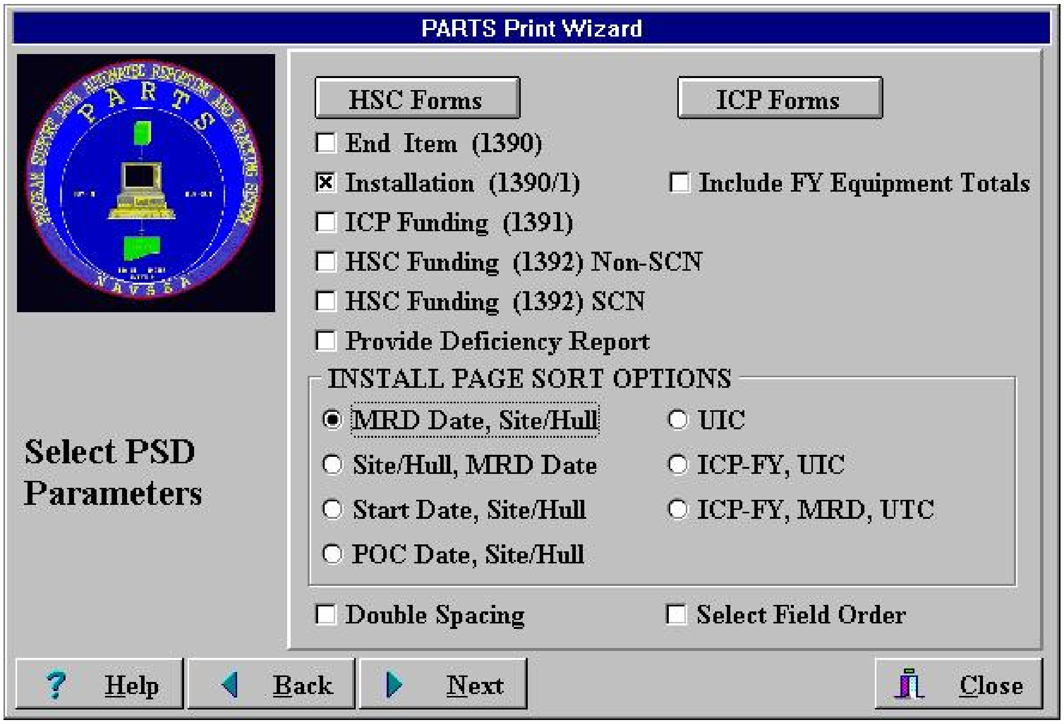
☐ End Item (1390)
☐ Installation (1390/1)
☐ ICP Funding (1391)
☐ HSC Funding (1392) Non-SCN
☐ HSC Funding (1392) SCN
☐ Provide Deficiency Report

- **End Item (1390)**, **HSC Funding (1392) NON-SCN**, **HSC Funding (1392) SCN,** and **Provide Deficiency Report** have no additional parameters.

- If you select **Installation (1390/1)** (below), additional parameters are provided. In addition to a list of sort options, the following features are available:

  1. Clicking **double spacing** inserts a blank line between the installation records on the form. This option is valuable if you want to perform penciled calculations on the form.
  2. Clicking **select field order**, then **Next**, will display the **Select Fields to Print** screen (below).

  - To select the data items that you want to print from the standard 1390/1 form, check or clear the item by clicking on the check box (left column).
  - To rearrange the order in which the data fields are presented on the printed form, click in the applicable double-arrow box and drag the item up or down the list. A heavy black line will accompany the cursor, and when you release the mouse button the field being moved will appear immediately below the black line.
  - To return to the default settings, click **restore defaults**.
  - Click on **Next** to move to the next step, **Back** to return to the previous step, **Help** to get online help, or **Close** to leave the Print Wizard.

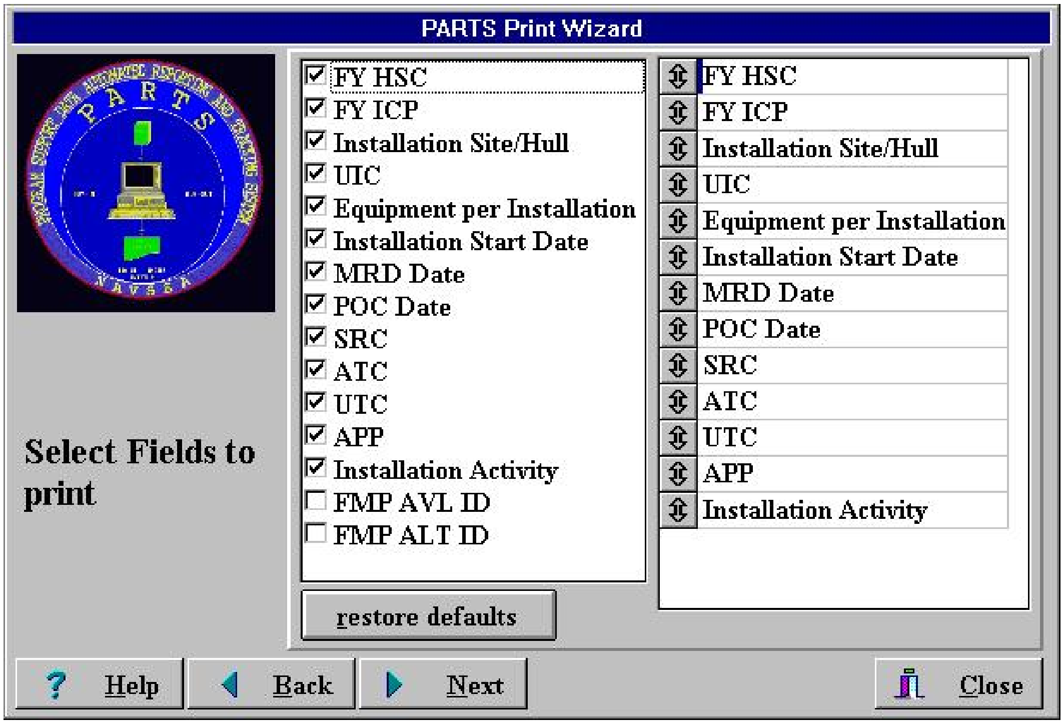


Select PSD Parameters

☐ End Item (1390)
☒ Installation (1390/1)
☐ Include FY Equipment Totals
☐ ICP Funding (1391)
☐ HSC Funding (1392) Non-SCN
☐ HSC Funding (1392) SCN
☐ Provide Deficiency Report

INSTALL PAGE SORT OPTIONS
● MRD Date, Site/Hull
○ Site/Hull, MRD Date
○ Start Date, Site/Hull
○ POC Date, Site/Hull
○ UIC
○ ICP-FY, UIC
○ ICP-FY, MRD, UTC

☐ Double Spacing
☐ Select Field Order

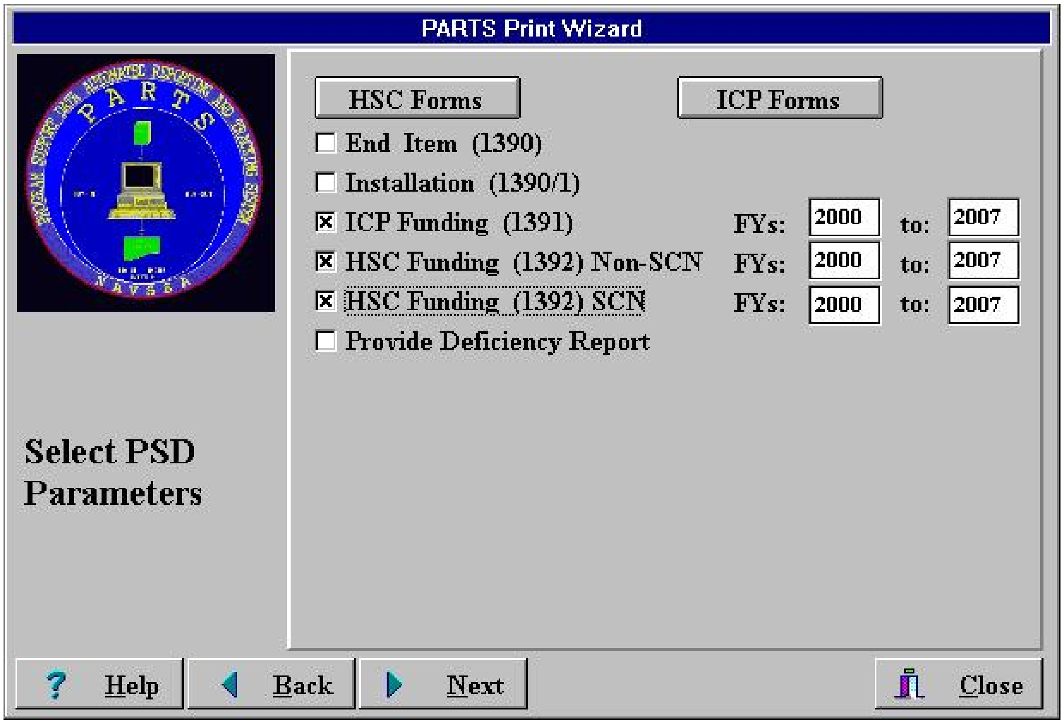


Select Fields to print

☑ FY HSC
☑ FY ICP
☑ Installation Site/Hull
☑ UIC
☑ Equipment per Installation
☑ Installation Start Date
☑ MRD Date
☑ POC Date
☑ SRC
☑ ATC
☑ UTC
☑ APP
☑ Installation Activity
☐ FMP AVL ID
☐ FMP ALT ID

FY HSC
FY ICP
Installation Site/Hull
UIC
Equipment per Installation
Installation Start Date
MRD Date
POC Date
SRC
ATC
UTC
APP
Installation Activity

- If you select **ICP Funding (1391)** or **HSC Funding (1392) Non SCN** and/or **SCN** (below), a parameter to select the fiscal year print range is provided.



Select PSD Parameters

☐ End Item (1390)
☐ Installation (1390/1)
☒ ICP Funding (1391) FYs: 2000 to: 2007
☒ HSC Funding (1392) Non-SCN FYs: 2000 to: 2007
☒ HSC Funding (1392) SCN FYs: 2000 to: 2007
☐ Provide Deficiency Report

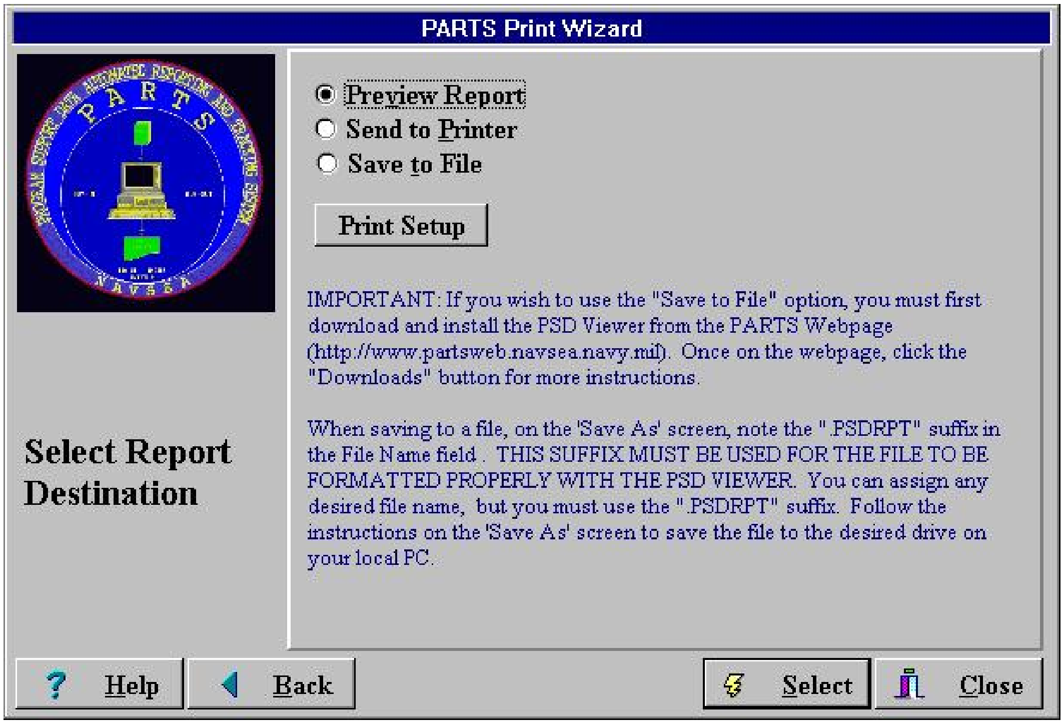
b)- Click on **Next** to move to the next step, **Back** to return to the previous step, **Help** to get online help, or **Close** to leave the Print Wizard.

Select Report Destination screen

The Print Wizard allows you to do a pre-print review of your selection(s), to send your selection(s) directly to the printer, or to save your selections to a file on your local PC.

a)- select a report destination.
NOTE: In the **Select Report Destination** screen (below), the screen buttons displayed and operation will differ slightly depending on if you chose a single PSD, or multiple PSDs (either individually or by using one of the Group selections).

- If you chose one PSD in the **Select PSD** Screen, one version of the **Select Report Destination** screen will be displayed (below). Click on the radio button or title of your destination selection and click the **Select** button. When the report generation is complete, the PSD will display on screen, print at your local printer, or appear in the designated drive on your PC as applicable.



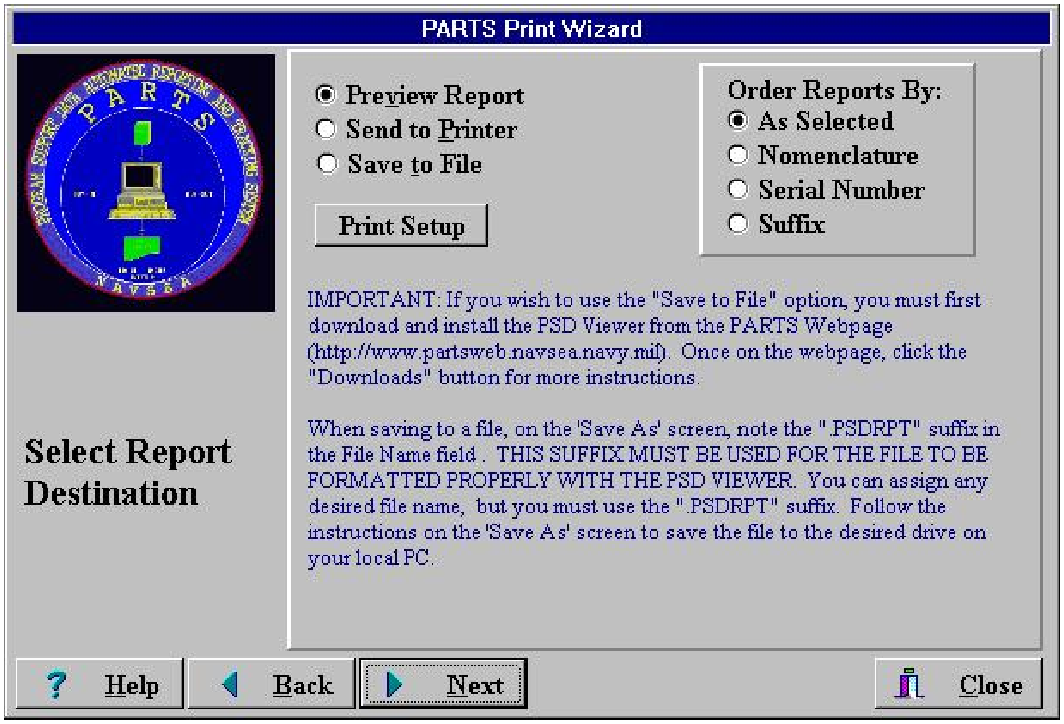
● Preview Report
○ Send to Printer
○ Save to File

IMPORTANT: If you wish to use the "Save to File" option, you must first download and install the PSD Viewer from the PARTS Webpage (http://www.partsweb.navsea.navy.mil). Once on the webpage, click the "Downloads" button for more instructions.

When saving to a file, on the 'Save As' screen, note the ".PSDRPT" suffix in the File Name field. THIS SUFFIX MUST BE USED FOR THE FILE TO BE FORMATTED PROPERLY WITH THE PSD VIEWER. You can assign any desired file name, but you must use the ".PSDRPT" suffix. Follow the instructions on the 'Save As' screen to save the file to the desired drive on your local PC.

Select Report Destination

- If you chose more than one PSD in the **Select PSD** Screen, another version of the **Select Report Destination** will be displayed (below). Click the desired report destination and order selection, then click **Next**.



● Preview Report
○ Send to Printer
○ Save to File

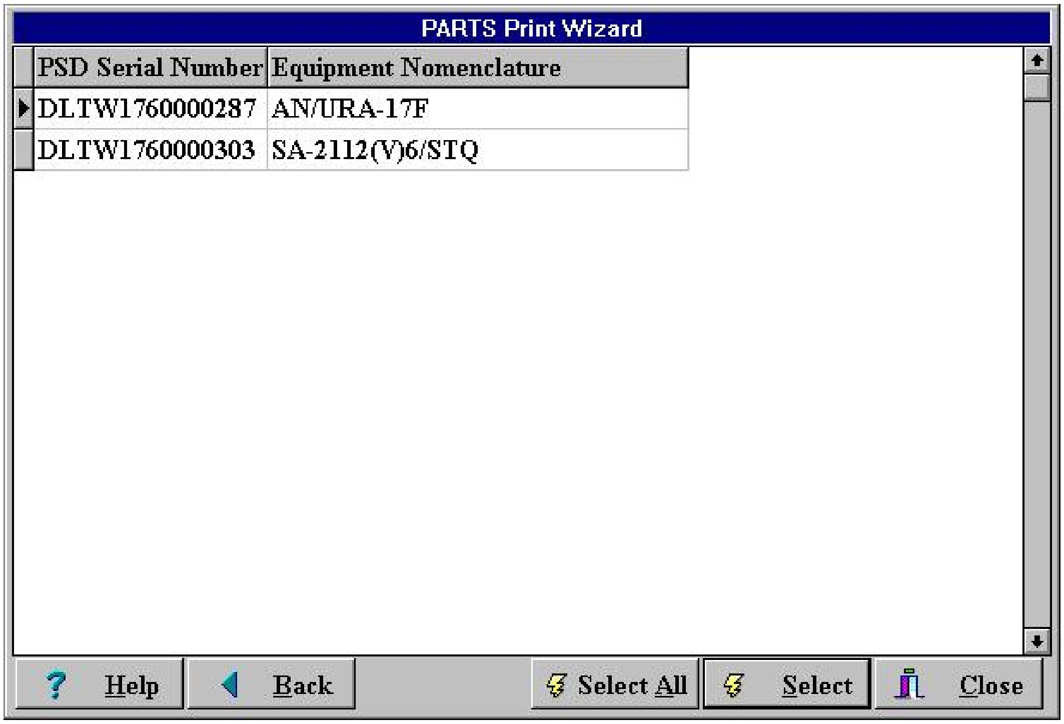
Order Reports By:
● As Selected
○ Nomenclature
○ Serial Number
○ Suffix

IMPORTANT: If you wish to use the "Save to File" option, you must first download and install the PSD Viewer from the PARTS Webpage (http://www.partsweb.navsea.navy.mil). Once on the webpage, click the "Downloads" button for more instructions.

When saving to a file, on the 'Save As' screen, note the ".PSDRPT" suffix in the File Name field. THIS SUFFIX MUST BE USED FOR THE FILE TO BE FORMATTED PROPERLY WITH THE PSD VIEWER. You can assign any desired file name, but you must use the ".PSDRPT" suffix. Follow the instructions on the 'Save As' screen to save the file to the desired drive on your local PC.

Select Report Destination

1)- If you choose **Preview Report,** a screen will be displayed that lists all the PSD you selected (below). Click on **Select All** to display all listed PSD, or highlight the PSD of interest, then click on **Select**.



PSD Serial Number	Equipment Nomenclature
DLTW1760000287	AN/URA-17F
DLTW1760000303	SA-2112(V)6/STQ

Note: You can check the settings on your printer by clicking on the **Print Setup** button.

2)- If you choose **Send to Printer** and click on **Select**, all selected PSD will be printed.

3)- If you choose **Save to File** and click on Select, a **Save As** window will display. Use this to save the PSD report to a drive on your local PC. **NOTE**: To properly view and print a PSD report file that is saved to your PC, your PC must meet the following software requirements: **1)-** Microsoft

Word **2)-** you must download and install the **PSD Viewer** from the PARTS webpage (http://www.partsweb.navsea.navy.mil/). Once on the webpage, click the "Downloads" button for more instuctions. Please read the notes below before using the Save to File option.

a- Read the **IMPORTANT** notice in the **Save As** window, which explains the letter designations assigned by the PARTS system when saving to your local PC. Typically, your PC harddrive will be designated as the **U:/** or **V:/** drive, NOT the C:/ drive.
b- Note the **File Name** field in the **Save As** window has a default extension of "**.PSDRPT**" for the report file **-** THIS EXTENSION MUST NOT BE CHANGED. When the file is opened on your local PC, it must have this extension so it will be properly formated and displayed by the **PSD Viewer**.
c- Once the file has been saved to the PC drive and directory you have selected, it must be opened with the **PSD Viewer** (downloaded from the PARTS webpage at: http://www.partsweb.navsea.navy.mil) so that it will be formatted and saved in the correct format. To open the file with the PSD Viewer do the following (Windows PC):

1. Click the Windows **Start** button at the lower left corner of your PC.
2. Select the **View PARTS PSD** menu item on the Start menu, or, **PARTS PSD Viewer** menu item on your **Start/Programs** menu list. (Note to NAVICP-M users: From your **Start** menu, go to: Network Programs/NAVICP Applications/Ships-Submarines/Program Management/View PARTS PSD). This will retrieve and display a message box with a **Select a PSD** button.
3. Click the **Select a PSD** button. This will retrieve and display an **Open** box where you can locate the directory where you saved the PSD report file.
4. When you find the file, double-click it, or, single-click it and click the **Open** button. A decision box will display that gives you the option to convert the file with one or two forms per page. Click the desired button. The file will be converted and saved as a Word document.

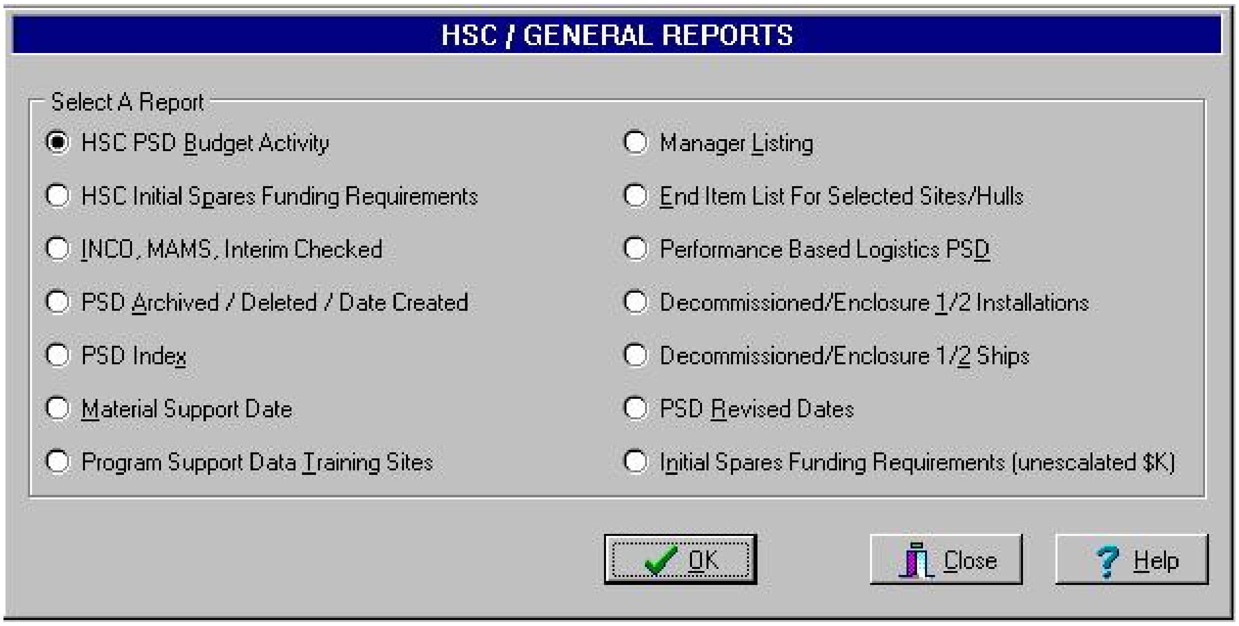
Once the file has been opened on a PC that has the PSD Viewer installed, it can be opened on other PCs that do not.

b)- Click on **Back** to return to the previous step, **Help** to get online help, or **Close** to quit the Print Wizard.

Back to Beginning of Section, Beginning of Page

HSC/General Reports

This selection retrieves a listing of 13 pre-formatted reports, including HSC specific and general reports pertaining to both ICP and HSC users. Click for the report desired and then click the **OK** button. Only one report can be selected at a time.


HSC / GENERAL REPORTS
Select A Report
● HSC PSD Budget Activity
○ HSC Initial Spares Funding Requirements
○ INCO, MAMS, Interim Checked
○ PSD Archived / Deleted / Date Created
○ PSD Index
○ Material Support Date
○ Program Support Data Training Sites
○ Manager Listing
○ End Item List For Selected Sites/Hulls
○ Performance Based Logistics PSD
○ Decommissioned/Enclosure 1/2 Installations
○ Decommissioned/Enclosure 1/2 Ships
○ PSD Revised Dates
○ Initial Spares Funding Requirements (unescalated $K)
OK
Close
Help

HSC/General Reports Parameter Screen

The screen shown below is an example of a parameter screen used for the HSC/General Reports. Some reports will have more parameters, some less. The **OK** button will not activate until all minimum parameters have been selected. For example, on the parameter screen shown below, both the "Office Selection" and "Sort By" parameters would have to be filled before the OK button would activate. Parameters selected will be retained and displayed the next time the same report is executed.

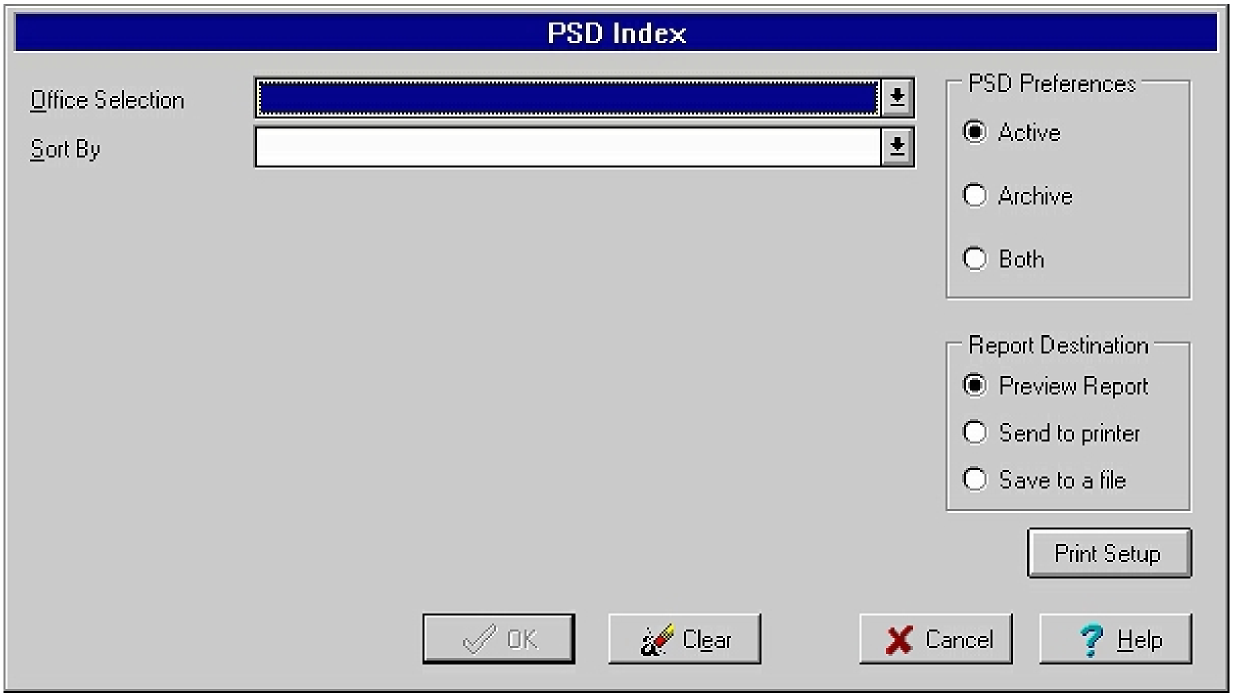
Two parameters that most reports contain are the **PSD Preferences** and **Report Destination** (The "Manager Listing" and "Decommissioned/Enclosure 1 Ships" reports do note contain the PSD Preferences parameter). A short explanation of each follows:

PSD Preferences: This parameter is used to select the type of PSD to be listed in the report being run.

- **Active**: PSD that have not been archived or marked for deletion. **NOTE**: except for the "PSDs Archived/Deleted/Date Created" report, PSDs that have been marked for deletion are excluded from reports.
- **Archive**: Only PSDs that have been Archived.
- **Both**: Both Active and Archived PSD.

Report Destination:

- **Preview Report**: Used to display report on-screen. User can print the report from the preview screen by clicking the printer icon at the top of the screen.
- **Send to printer**: Used to send report directly to the default printer selected for the PC being used.
- **Save to a file**: Used to save report to a file on one of your PC's drives. **IMPORTANT**: The PARTS application runs on a computer at a remote site and not on your local PC, so each of the PC drive(s) have been mapped to other drive letter(s) on that computer. Each of your PC drive(s) can be found by looking in the **Drives** drop down field for entries that contain the string "\\Client\x$", where "x" is "C", "D" and so on.



PSD Preferences
● Active
○ Archive
○ Both

Report Destination
● Preview Report
○ Send to printer
○ Save to a file

HSC/General Reports Descriptions

Below is a list and short description of each of the HSC/General Reports.

HSC PSD/Budget Activity Book Report - The report sorts by either P-1 Line Title, Subhead, APPN/BLI, OPNAV Sponsor, or PSD Revised Date. It is used by Program Management at all levels to ensure that PSDs are developed for each Project Unit of every applicable procurement (P-1) program in the Department of Navy's portion of the DoD FYDP. Provides an overview/index of the accounting data for all PSDs.

HSC Secondary Items Funding Req - A report that will sort on either P-1 Line Title or OPNAV Sponsor. It is used by Program Analysts at the Command, Directorate, Office, or Division level to summarize secondary item funding requirements. Can be used to identify secondary item funding requirements prior to in-house and OPNAV spares budget reviews.

INCO, MAMs, Interim Checked Report - Identifies end items that require interim support. This report is generated from NAVSUP Form 1390 in which INCOs, MAMs and Interim Support Required fields were checked **Y**.

PSD Archived/Deleted/Date Created- This report enables users to generate a listing of PSD that have been Archived, Deleted, or Marked for Deletion. Users can also generate a report listing that identifies the PSD creation date(s). The report displays the PSD Serial Number, Equipment Nomenclature, HSC Manager Name, action date (i.e., when the PSD was Archived, Deleted, etc.), and UserID of the user that completed the action. **NOTE**: The "Deleted" **Report Type** is not available for the HSC and ICP Mgr Code **Office Selection** parameters.

PSD Index Report - Supplies an index of PSDs. The choice of PSD group and sort order is defined by the user. Sort options are Serial Number, Equipment Nomenclature, Program Manager, Program Manager Code, or PSD Revised Date. Fields listed are PSD Serial Number, Equipment Nomenclature, Program Manager, Program Manager Code, Commercial and DSN Phone numbers, Material Support Date (MSD), and PSD Revised Date.

Material Support Date Report - The primary purpose of this report is to identify the Material Support Date(s) and the related data elements used to establish the MSD, for a selected group of PSDs. In addition to the MSD, the following fields are displayed: PSD Serial Number, Nomemclature, EA/OE Date, PLT (Equipment), PTD

Date, Proposed MSD, Program Manager, and Program Manager Commercial Phone number. You may chose to sort the report by any of the following fields: PSD Serial Number, PMSD, MSD, PTD Date, or EA/OE Date.

Program Support Data Training Sites - Creates a report listing all training site installations (Installs with SRC = "T") from the PSD Equipment Installation Form (NAVSUP 1390/1) for the group parameters entered (e.g., all NAVSEA PSDs or a specific code group e.g. PMS412 PSDs). Report fields are Equipment Nomenclature; Weapon System; Subhead; OPNAV Sponsor; Unit Cost; MSD; PSD Serial Number; PSD Revised Date; HSC Manager, Code and Commercial Phone Number; Training Site (Installation Site/Hull); UIC; EPI (Equipment Per Installation); Installation Start Date; POC Date; Install Activity; SRC; UTC; and the fiscal year budgeted by the HSC/ICP.

Manager Listing - Creates a listing of PSD Program Managers, as defined by the user, displaying Program Manager Name, Code, phone numbers, Building, and Room Number. For the parameters selected, the user is given the option to print a listing of only managers that appear on PSD, or, a listing of all managers loaded to the PARTS Program Manager source table (including those that do not appear on any PSD). Sort options are: Manager Name, Code, or Building/Room Number.

End Item Listing for Selected Sites/Hulls Report - Lists all End Items to be installed on 1 to 8 Sites/Hulls entered by the user, for all or a selected number of Fiscal Years. The report can be run for either Ships or Non-Ships (**Report Type**), but not both on the same report. Sites/Hulls can be entered by Short Name or UIC (**Search Method**), but not both on the same report. **NOTE**: the preferred Search Method for Non-Ships is by UIC. Fields listed are: PSD Serial Number, Nomenclature, Unit Cost, site installation quantity (shown on report as "Eqp. Per"), Proposed MSD, Material Required Date (MRD), POC Date, Support Responsibility Code (SRC), Allowance Type Code (ATC), User Type Code (UTC), HSC Manager Name, and Manager Commercial Phone Number. Sort options are Serial Number, Material Required Date (MRD), Nomenclature, or Program Manager.

Performance Based Logistics PSD - Produces a user-defined list of Performance Based Logistics PSD showing PSD Serial Number, Nomenclature, HSC Program Manager name, code and commercial phone number, and ICP Program Manager name and code. Sort options are Serial Number, Nomenclature, HSC Manager Code, and ICP Manager Code.

Decommissioned/Enclosure 1&2 Installation - This report provides a listing of installations from PSD, requested by the user, that contain a UTC of 1, 2, or D. The user is given the option of selecting 1, 2, D, or all three codes.

Decommissioned/Enclosure 1&2 Ships - This report provides a listing of the Enclosure 1, Enclosure 2, and Decommissioned Ships. Unlike the first Decommissioned/Enclosure report described above, this one DOES NOT show which PSD the codes appear on - IT IS ONLY A LISTING OF THE SHIPS THAT HAVE BEEN IDENTIFIED AS SUCH.

PSD Revised Dates - This report provides a user-defined listing of PSDs and their assosciated Revised dates. The user can select all or any combination of the available revised dates.

Initial Spares Funding Requirements (unescalated $) - This report is used by Program Analysts at the Command, Directorate, Office, or Division level to summarize secondary item funding requirements. It can be used to identify secondary item funding requirements prior to in-house and OPNAV spares budget reviews. The report can be sorted on either P-1 Line Title or OPNAV Sponsor. A subtotal is displayed at the Project Unit (or Cost Code) level, and, if applicable, the Resource Sponsor level. A summary total is displayed for each P-1 Line Title.

This report can be run...

- for an entire System Command (e.g., NAVSEA, SPAWAR) or for limited groups of PSD (e.g., a specific P-1 Line Title, subhead, Program Manager's Code, PSD Serial Number Prefix, etc.).

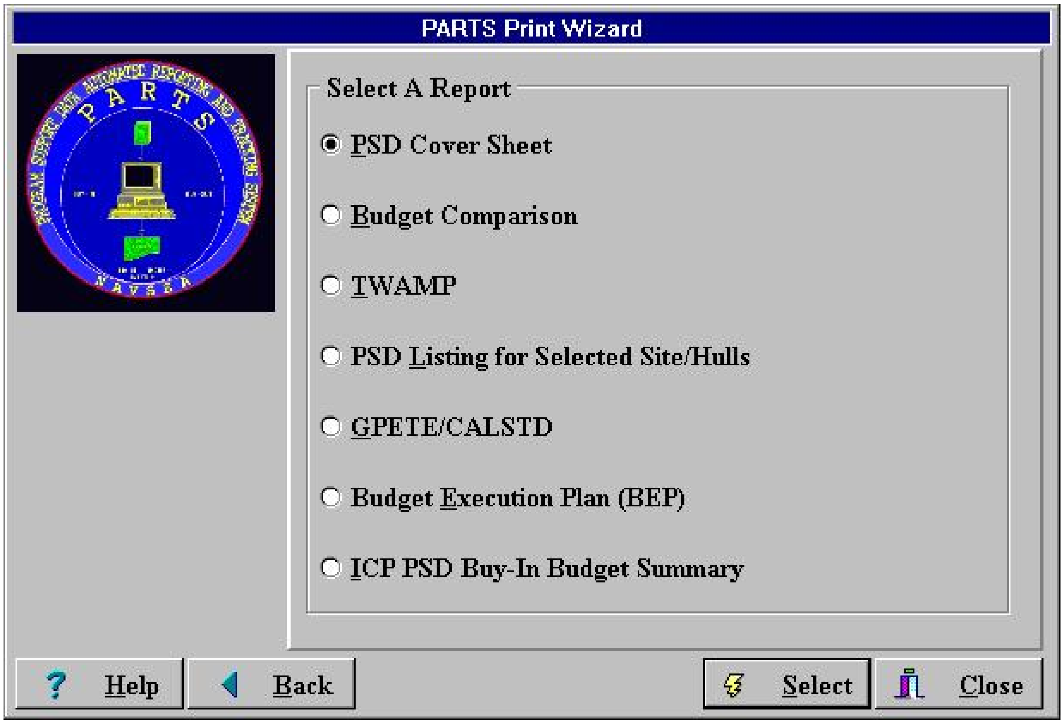
- for a user specified, seven, eight, or nine year Fiscal Year (FY) range.
    a. The seven year range option has an OPNAV and SYSCOM version. The OPNAV version displays the ICP POC's "**DSN 430-**" phone extension, the SYSCOM version displays the current NAVSUP "**1392 Revised**" date. Neither of these fields display in the eight or nine year versions.
    b. The nine year range report does not include the SYSCOM POC telephone number that displays on all the other report versions.

- to display all PSD for the criteria entered (e.g., those with a PSD Serial Number prefix of PMS392), or to display only PSD for the criteria entered that have budget requirements in the specified FY range. The default is to display ALL PSD. To limit the report to those with funding requirements, click the checkbox labeled: Only PSD With Funding Requirements.

Back to Beginning of Section, Beginning of Page

ICP Reports

This selection retrieves a listing of seven (7) pre-formatted reports pertaining specifically to ICP users. Descriptions for each follow.


PARTS Print Wizard
Select A Report
● PSD Cover Sheet
○ Budget Comparison
○ TWAMP
○ PSD Listing for Selected Site/Hulls
○ GPETE/CALSTD
○ Budget Execution Plan (BEP)
○ ICP PSD Buy-In Budget Summary
Help
Back
Select
Close

ICP PSD Cover Sheets - Print out of cover sheets used in ICP budget reviews (the cover sheets are developed using the Utility of the same name in the **User Utility** menu.

Budget Comparison Report - Displays various data from the current budget and from a previous historical budget data set, and provides a delta (change), if any, from the two.

TWAMP Report - Printout of the TWAMP (Time Weighted Average Monthly Program) computations done on the System Stock screen during the ICP PSD Detailed Computation process, along with selected ICP Secondary budget data on the **Review Cycle** portion of the report.

PSD Listing for Selected Site/Hulls - List all PSD/End Items to be installed on 1 to 8 Sites/Hulls entered by the user. This report can be run for Ships or Non-Ships **(Report Type)**. Ships/Non-Ships can be entered by name or UIC **(Search Method)**. Since Non-Ship names can be long and are not always standardized, the recommended (and default) search method for Non-Ships is by UIC.

GPETE/CALSTD Report - Printout of Buy-Out funding data for GPETE (General Purpose Electronic Test Equipment) or CALSTD (Calibration Standard) programs.

Budget Exection Plan (BEP) - Printout of BEP records developed in the Budget Execution Plan option.

ICP PSD Buy-In Budget Summary Report - Displays various budget data from the current budget and from a previous historical budget data set, and displays a "Program Change" value, if any, between the two. Also contains a "Reason for Change" section for each of the fiscal years (FYs) in the FY range to enter an explanation for the budget value difference.

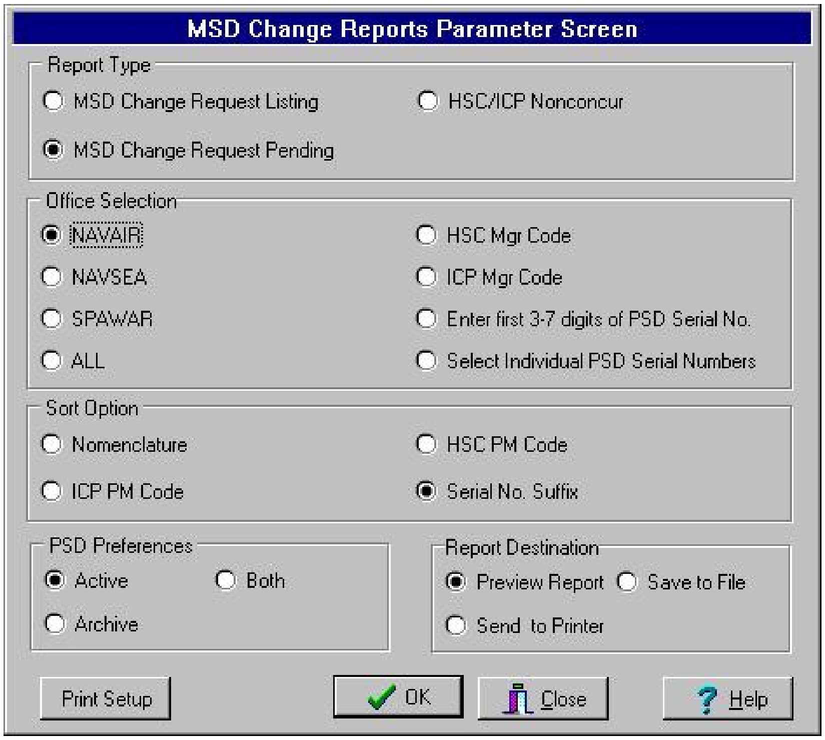
Back to Beginning of Section, Beginning of Page

MSD Reports

These reports are used to view the history or identify the current status of the Material Support Date (MSD) for the user selected PSD. The three available **Report Types** are:

1. MSD Change Request Listing. This report gives a complete listing of all MSD change actions for the selected PSD.
2. MSD Change Request Pending. For the parameters entered, this report gives a listing of PSD that are awaiting a response from either the HSC or ICP program office.
3. HSC/ICP Nonconcur. For the parameters entered, this report gives a listing of the PSD where the last action taken by either the HSC of ICP was to nonconcur to a proposed MSD or ICP Support change request.

After selecting the **Report Type**, chose an **Office Selection**, **Sort Option**, **PSD Preference** and **Report Destination**, then click the **OK** button.



MSD Change Reports Parameter Screen

Report Type
○ MSD Change Request Listing ○ HSC/ICP Nonconcur
● MSD Change Request Pending

Office Selection
● NAVAIR ○ HSC Mgr Code
○ NAVSEA ○ ICP Mgr Code
○ SPAWAR ○ Enter first 3-7 digits of PSD Serial No.
○ ALL ○ Select Individual PSD Serial Numbers

Sort Option
○ Nomenclature ○ HSC PM Code
○ ICP PM Code ● Serial No. Suffix

PSD Preferences
● Active ○ Both
○ Archive

Report Destination
● Preview Report ○ Save to File
○ Send to Printer

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents	Part3: Connecting to PARTS
Part1: Intro to PSD and PARTS	Part4: Database Basics
Part2: The PSD Forms	Part5: PARTS Operation

Revised 4 May 1999
Revised 12 Jan 2001 - Updated ICP PSD Cover Sheet screens and text to reflect new version enhancements (Show Parent PSD, Deselect as Parent, and Develop buttons).
Revised 4 May 2001 - In GPETE/CALSTD section, updated DVD references to PBL.
Revised 18 June 2001 - Added "Alt-tag" descriptions to screen shots to make User's Manual comply with Section 508 of the Web Content Accessibility Guidelines.

User Utilities

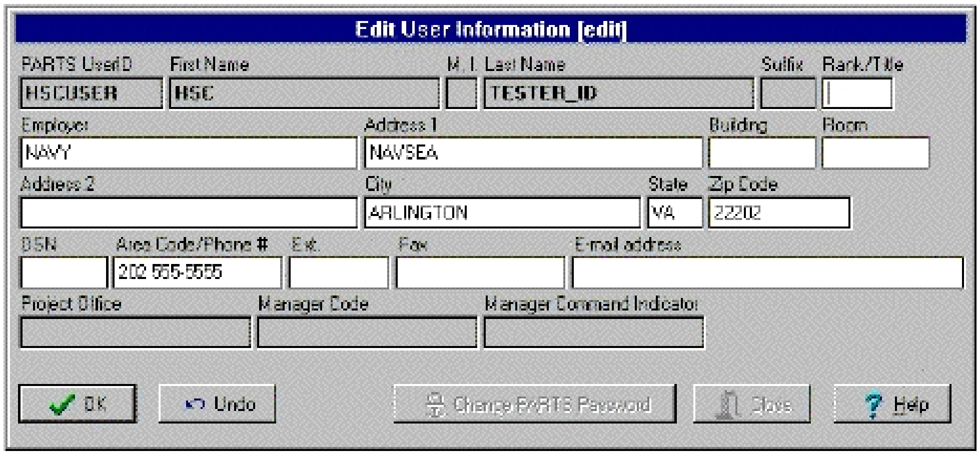
The User Utilities, the first selection of the **Utilities** pull-down menu, contains various selections based on the requirements of the user logged on. Selections like the UIC and PSD Index resources can be used by all users, but other options, like the ICP PSD Cover Sheet, are for specific users only. A description of and instructions for using each feature follows. To go directly to a specific utility description, click on the desired topic in the listing below.

User Utilities

User Information	**Develop ICP PSD Cover Sheet**
View User Access	**Develop GPETE / CALSTD Buyout**
PSD Nomenclature Index	**Budget Execution Plan (BEP)**
UIC Index	

User Information

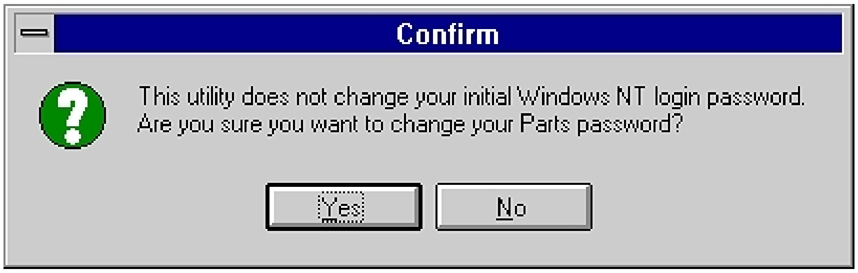
When selected, the screen for this feature displays the basic user information for the User ID currently logged on. You have the capability to change the information in the accessible fields and are encouraged to update them as necessary. Once the desired changes have been made, click the **Save** button to save the information to the database. If data contained in inaccessible fields changes, contact the PARTS Help Desk at (301) 744-6711 to have it updated.



PARTS UserID: HSCUSER
First Name: HSC
M. I.:
Last Name: TESTER_ID
Suffix:
Rank/Title:
Employer: NAVY
Address 1: NAVSEA
Building:
Room:
Address 2:
City: ARLINGTON
State: VA
Zip Code: 22202
DSN:
Area Code/Phone #: 202 555-5555
Ext.:
Fax:
E-mail address:
Project Office:
Manager Code:
Manager Command Indicator:

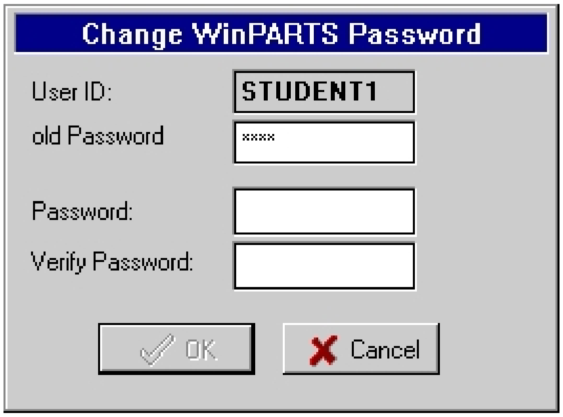
Changing Your PARTS Password

This screen also provides the user with the capability to change their PARTS application password. This is the password for the SECOND logon when accessing PARTS. To change the password, click the **Change PARTS Password** button located at the bottom of the screen. The message screen shown below will display:



This utility does not change your initial Windows NT login password.
Are you sure you want to change your Parts password?

If the **Yes** button is clicked, a "Change WinPARTS Password" screen displays. Once the **old Password** is entered, additional fields appear for entering and verifying a new password (see screen below). Enter a new password in the **Password** and **Verify Password** fields and click the **OK** button. If no password restrictions are violated, a confirmation message will display. If you wish to abort the password change process, click the Cancel button at anytime before the **OK** button is clicked.

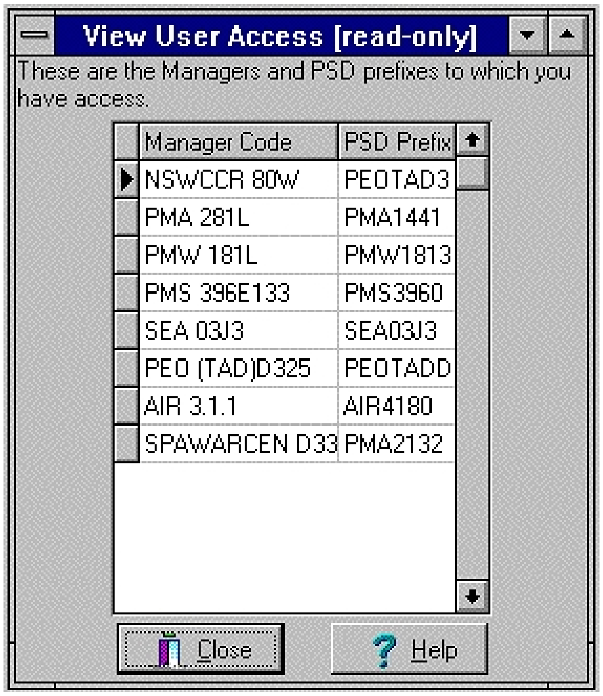


User ID: STUDENT1
old Password ****

Back to Beginning of Section, Beginning of Page

View User Access

This feature enables you to view your own PSD access capabilities. Fields displayed are Manager Code (HSC or ICP), and PSD Prefix. You have update access to PSDs that have one of the Manager Code/PSD Prefix combinations displayed. Click the Close button to close the screen and return to the Main Menu screen.


View User Access [read-only]
Close
Help

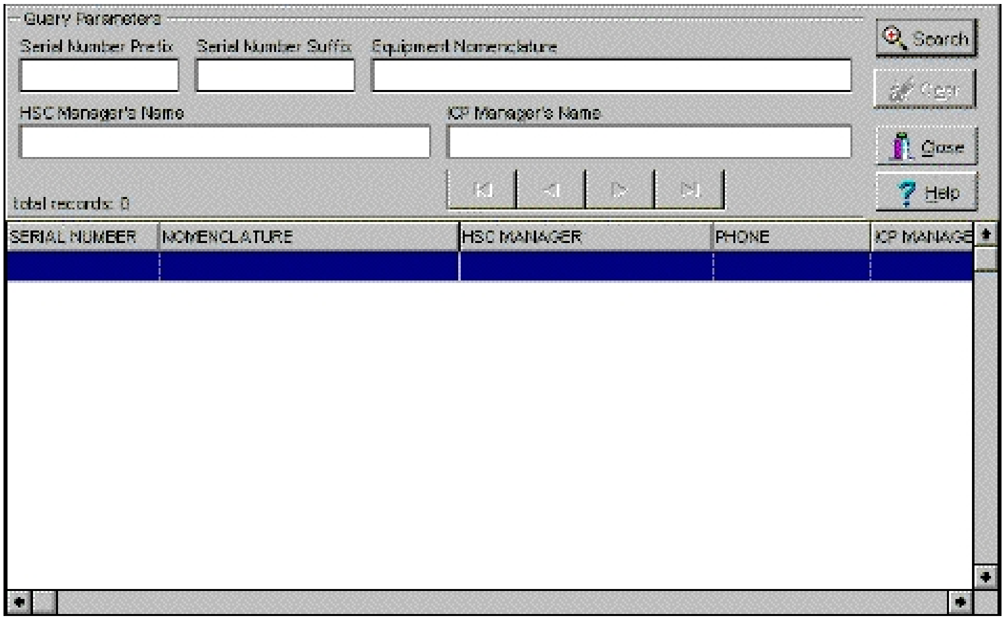
These are the Managers and PSD prefixes to which you have access.

Manager Code	PSD Prefix
NSWCCR 80W	PEOTAD3
PMA 281L	PMA1441
PMW 181L	PMW1813
PMS 396E133	PMS3960
SEA 03J3	SEA03J3
PEO (TAD)D325	PEOTADD
AIR 3.1.1	AIR4180
SPAWARCEN D33	PMA2132

Back to Beginning of Section, Beginning of Page

PSD Nomenclature Index

This feature enables you to query the PARTS database for existing PSDs using selected data fields. Type in search data for the desired fields displayed and click the **Search** button. To search for text within a field, use the asterisk (*). For example, to find all PSDs with the word "SONAR" in the Equipment Nomenclature, type "*SONAR*" in the Equipment Nomenclarture field before clicking the **Search** button. To clear the data fields for a new search, click the **Clear** field. To exit the form, click the **Close** button.


Query Parameters
Serial Number Prefix
Serial Number Suffix
Equipment Nomenclature
HSC Manager's Name
ICP Manager's Name
Search
Clear
Close
Help

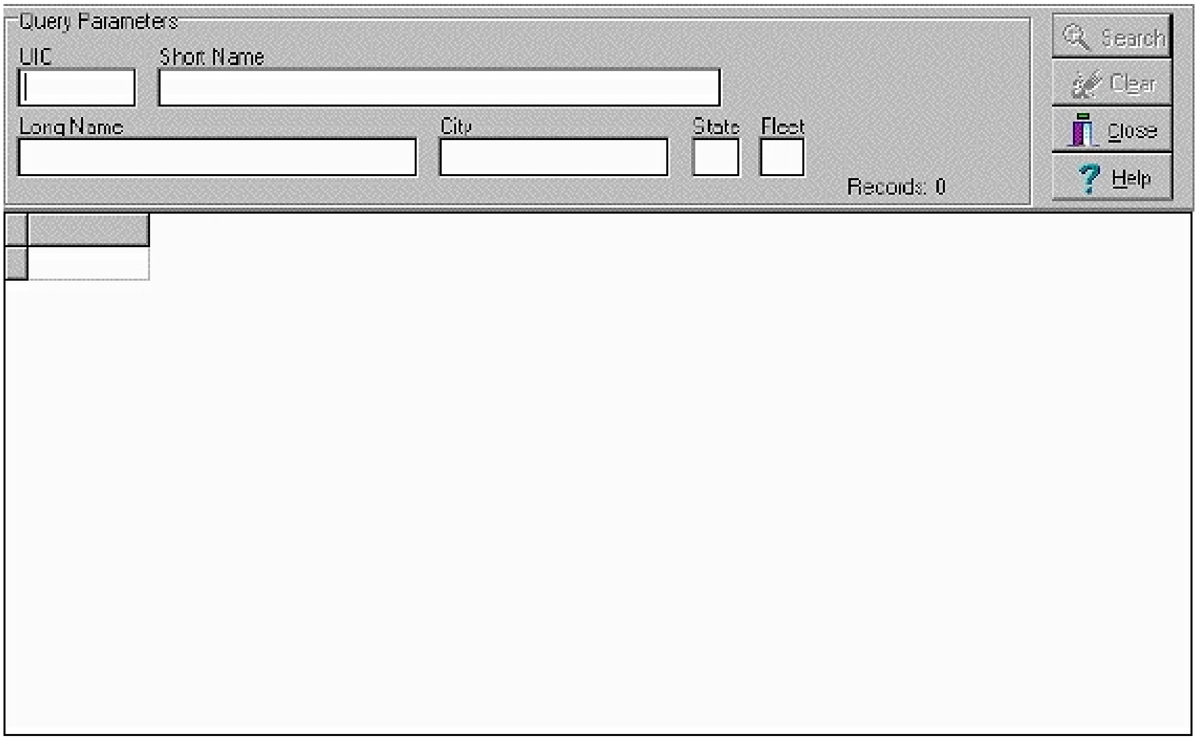
total records: 0

SERIAL NUMBER	NOMENCLATURE	HSC MANAGER	PHONE	ICP MANAGE

Back to Beginning of Section, Beginning of Page

UIC Index

UICs (Unit Identification Codes) are used to identify organizational entities within the Department of the Navy. This utility enables you to search for Navy activities by UIC, activity name (Short or Long Name), City, State, or, if available, Fleet. To search for an existing record, a Search must be performed. Enter the UIC in the UIC field, or the Navy activity in the Short or Long Name field. When searching the data base by any of the **Name** fields, it is important to use the "global" symbol, that is, the asterisk (*), in the search text. For example, to search for Navy Training Centers enter *navy training center*. This would find and display all Navy activities that contain "Navy Training Center" in their Long Name. Once the search data is entered, click the **Search** button. The data for that UIC or activity will be displayed. **Remember, always begin and end a "Long Name" query with an asterisk (*).**



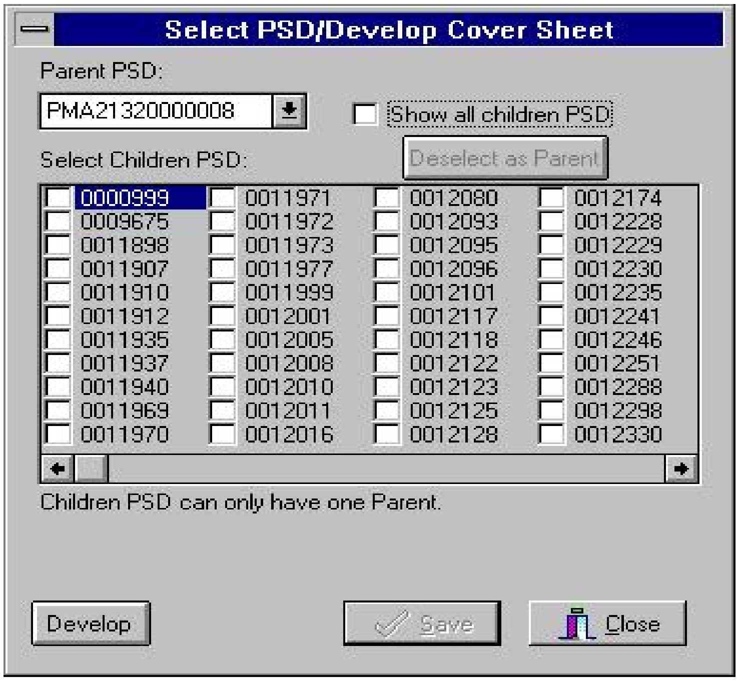
Back to Beginning of Section, Beginning of Page

Develop ICP PSD Cover Sheet

"Develop/Print ICP PSD Cover Sheet" provides the ICP user with the capability to develop a PSD cover sheet for use in budget reviews.

Note: A cover sheet can only be completed for a PSD that has an ICP PSD form (NAVSUP 1391).

After selecting the **ICP PSD Cover Sheet** option from the User Utilities menu, the screen shown below will display.


Select PSD/Develop Cover Sheet

Parent PSD: PMA21320000008

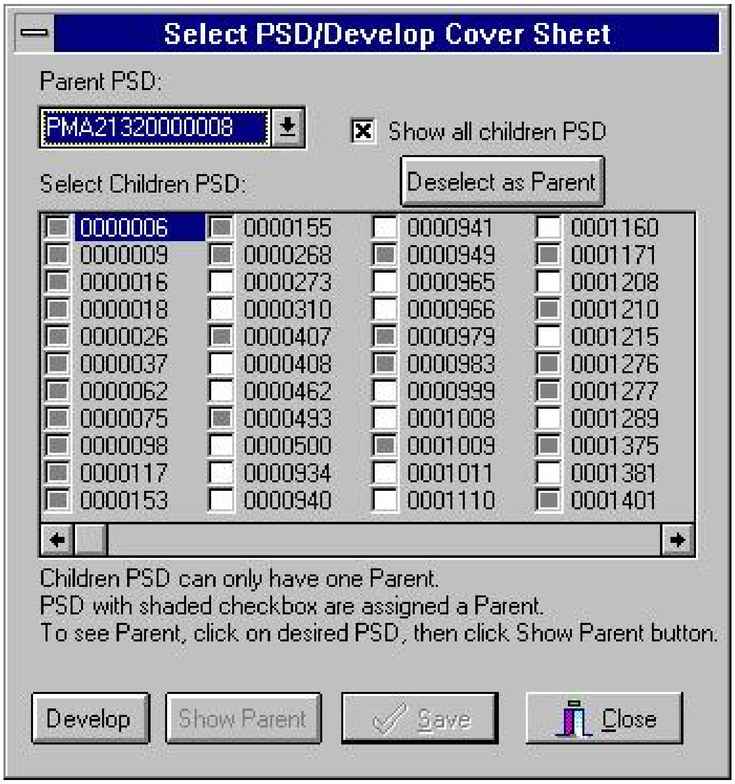
☐ Show all children PSD

Select Children PSD:

☐ 0000999
☐ 0009675
☐ 0011898
☐ 0011907
☐ 0011910
☐ 0011912
☐ 0011935
☐ 0011937
☐ 0011940
☐ 0011969
☐ 0011970
☐ 0011971
☐ 0011972
☐ 0011973
☐ 0011977
☐ 0011999
☐ 0012001
☐ 0012005
☐ 0012008
☐ 0012010
☐ 0012011
☐ 0012016
☐ 0012080
☐ 0012093
☐ 0012095
☐ 0012096
☐ 0012101
☐ 0012117
☐ 0012118
☐ 0012122
☐ 0012123
☐ 0012125
☐ 0012128
☐ 0012174
☐ 0012228
☐ 0012229
☐ 0012230
☐ 0012235
☐ 0012241
☐ 0012246
☐ 0012251
☐ 0012288
☐ 0012298
☐ 0012330

Children PSD can only have one Parent.

To see all children PSD, click the **Show all children PSD** checkbox, and the screen shown below will display. All PSD numbers with a shaded checkbox are currently children of a PSD. To see the parent of a child PSD, click on the desired PSD, then click the **Show Parent** button. A message box with the Parent PSD will display.


Select PSD/Develop Cover Sheet

Parent PSD: PMA21320000008

☒ Show all children PSD

Select Children PSD:

▨ 0000006
▨ 0000009
▨ 0000016
▨ 0000018
▨ 0000026
▨ 0000037
▨ 0000062
▨ 0000075
▨ 0000098
▨ 0000117
▨ 0000153
▨ 0000155
▨ 0000268
☐ 0000273
☐ 0000310
▨ 0000407
☐ 0000408
☐ 0000462
▨ 0000493
☐ 0000500
☐ 0000934
☐ 0000940
☐ 0000941
▨ 0000949
☐ 0000965
☐ 0000966
▨ 0000979
▨ 0000983
☐ 0000999
☐ 0001008
▨ 0001009
☐ 0001011
☐ 0001110
☐ 0001160
▨ 0001171
☐ 0001208
▨ 0001210
☐ 0001215
▨ 0001276
▨ 0001277
☐ 0001289
▨ 0001375
☐ 0001381
▨ 0001401

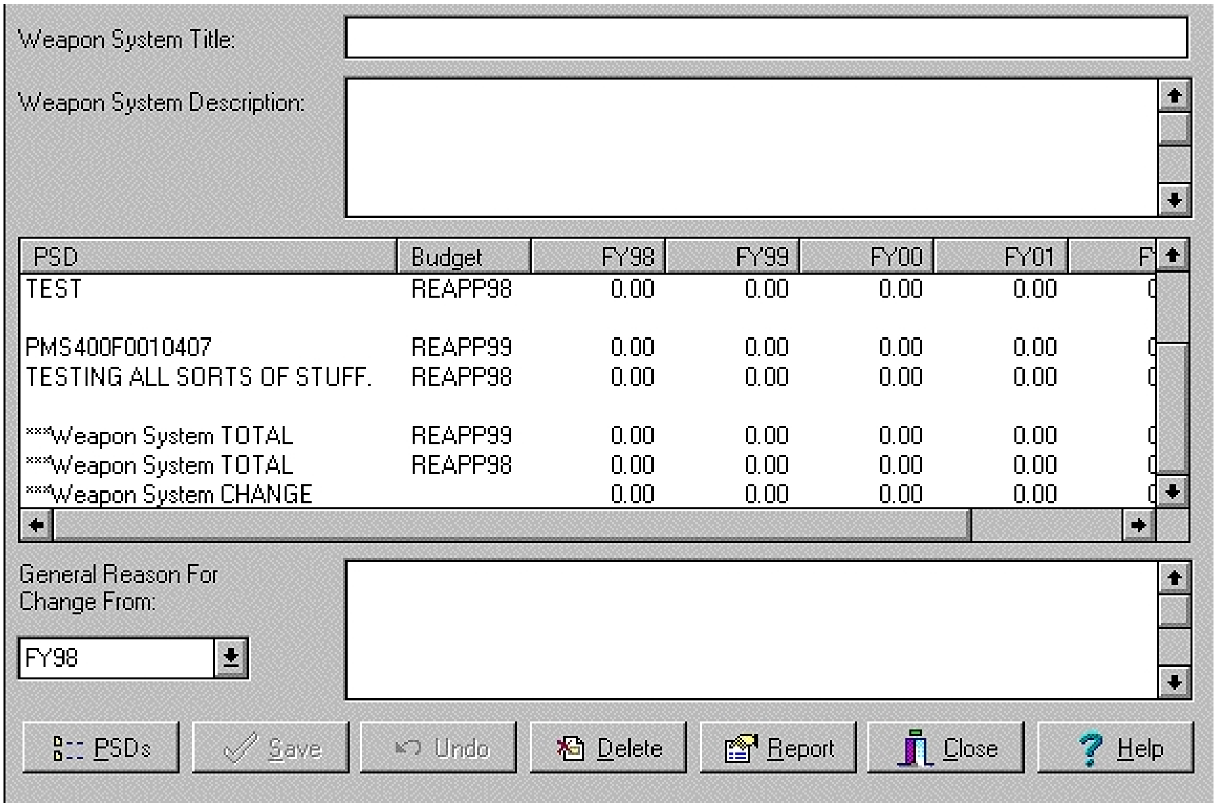
Children PSD can only have one Parent.
PSD with shaded checkbox are assigned a Parent.
To see Parent, click on desired PSD, then click Show Parent button.

To develop a PSD Cover Sheet, complete the following steps:

1. Select a Parent PSD. Click on the button at the far right of the **Parent PSD** field to access a pull-down list of PSDs available to your User ID (PSD listed are sorted by the PSD Serial Number suffix).

NOTE: To deselect a PSD as a parent, ensure the desired PSD is displaying in the **Parent PSD** field, then click the **Deselect as Parent** button.

2. Once the Parent PSD has been selected, click the checkboxes of the applicable PSDs to select them as "children" PSD. **Important Note:** Children PSD can only have one Parent.
3. When all desired Children PSD have been selected, click the **Save** button. The initial Cover Sheet screen will be replaced by the one shown below. The Parent and Children PSD selected on the previous screen will be displayed in the **PSD** section. The first PSD listed will be the "Parent" PSD (noted as such), followed by the children PSD.



PSD	Budget	FY98	FY99	FY00	FY01
TEST	REAPP98	0.00	0.00	0.00	0.00
PMS400F0010407	REAPP99	0.00	0.00	0.00	0.00
TESTING ALL SORTS OF STUFF.	REAPP98	0.00	0.00	0.00	0.00
***Weapon System TOTAL	REAPP99	0.00	0.00	0.00	0.00
***Weapon System TOTAL	REAPP98	0.00	0.00	0.00	0.00
***Weapon System CHANGE		0.00	0.00	0.00	0.00

4. Type in a **Weapon System Title**, **Weapon System Description**, and if required, **General Reason for Change From:** text for the applicable Fiscal Years. **NOTE: To change the FY text displayed, click the button located in the "General Reason..." field.**
5. To return to the **Select PSDs/Develop Cover Sheet** screen to change the **Selected Children PSDs** listing, click the **PSDs** button.
6. To run and view the Cover Sheet report, click the Report button. This will display the report on-screen. To send the report to your designated printer, click the printer button located on the tollbar at the top of the report screen.
7. To delete the ICP Cover Sheet, click the Delete button. You will be prompted to acknowledge the delete action. Click the **Yes** button to complete the delete process, click the **No** button to cancel it.

Cover Sheet Fields

Weapon System Title - Weapon System Title (displayed as the title on the Cover Sheet report), as identified by teh user.

Weapon System Description - Used to provide a brief description of the weapon system being addressed in the cover sheet being developed. This description is different than the equipment description on each PSD.

Weapon System TOTAL - Identifies the total of all ICP funding requirements, for the budget period identifed, for the PSDs entered.

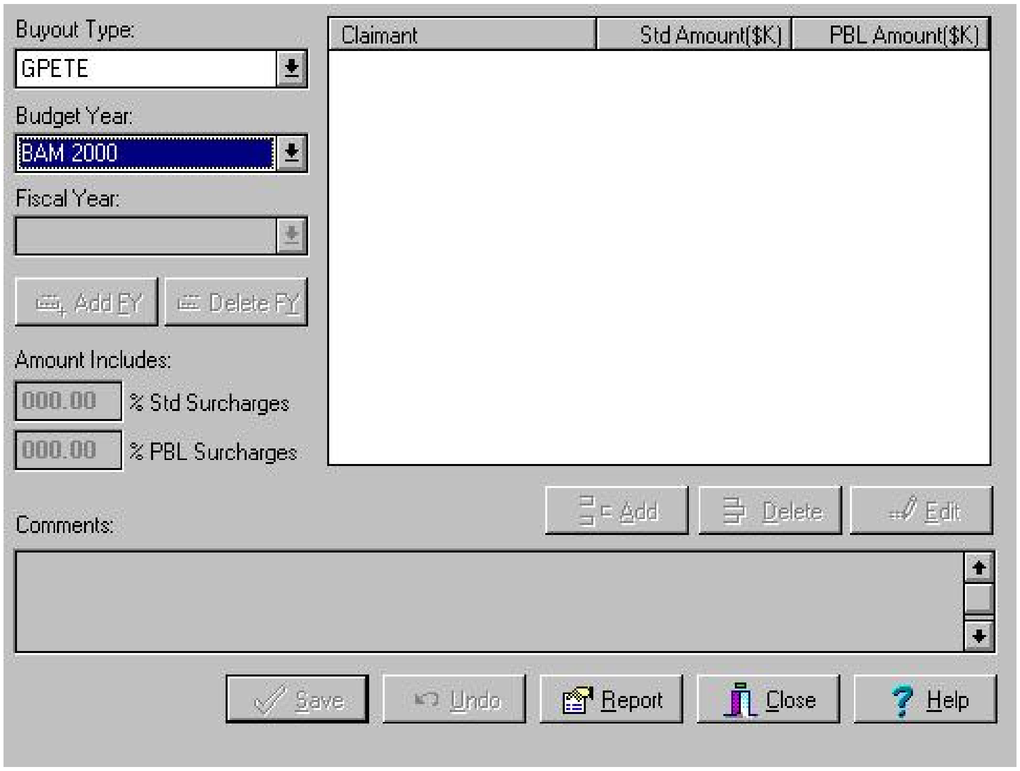
Weapon System CHANGE - Identifies the total difference of the "Total Weapon System Requirement" from a previous budget cycle.

General Reason For Change From - Used to Identify the reason(s) for any budget funding requirement changes from the previous Fiscal Year.

Back to Beginning of Section, Beginning of Page

Develop GPETE/CALSTD Buyout

This feature is limited to selected ICP users. It is used to develop and print GPETE/CALSTD Buyout sheets.



Buyout Type: GPETE

Budget Year: BAM 2000

Fiscal Year:

Amount Includes:

000.00 % Std Surcharges

000.00 % PBL Surcharges

Claimant	Std Amount($K)	PBL Amount($K)

Comments:

GPETE/CALSTD Operation

1. Using the buttons located in each field, select the desired Buyout Type (GPETE/CALSTD), Budget Year, and Fiscal Year. The corresponding data for the values selected will be retrieved and displayed.
2. Update data as required and click the **Save** button to save changes to the database. To cancel changes, click the **Undo** button *before* clicking the **Save** button. For specific instructions on updating the various fields, see the "GPETE/CALSTD Fields" descriptions below.

GPETE/CALSTD Fields

Buyout Type - Identifies the Buyout Type: GPETE or CALSTD. Use the pull-down list by clicking the button to the right of the field to select the desired category.

Budget Year - Identifies the Budget Year currently being worked on (BAM99, REAPP99, etc..). Use the pull-down list by clicking the button to the right of the field to select the desired budget year.

Fiscal Year - Identifies the Fiscal Year currently being worked on. Select the desired year by clicking the button located in the field.

- To Add a new Fiscal Year, click the **Add FY** button. An "Add New Fiscal Year" box will display. Type in the desired Fiscal Year and click the OK button, or click the Cancel button to abort changes and return to the main GPETE/CALSTD screen.
- To Delete a Fiscal Year and all its corresponding data, click the **Delete FY** button. A confirmation box will display. Click the "Yes" button to complete the Delete FY process, click the "No" button to cancel.

Claimants - Identifies the claimants for a given Buyout Type/Fiscal Year. Up to 15 Claimants can be loaded for a Fiscal Year. For each Claimant there is a corresponding "Std Amount($K)" and "PBL Amount($K) value.

- To add a new Claimant, click the **Add** button located under the Claimant section. A "Buyout" box will display. Enter the desired Claimant identifier and any corresponding Std or PBL amounts and click the **OK** button.
- To delete an exsiting Claimant, first click on the Claimant title to highlight it. Now click on the **Delete** button located under the Claimant section. The Claimant will be deleted.
- To edit an existing Claimant, first click on the Claimant title to highlight it. Now click on the **Edit** button located under the Claimant section. A "Buyout" box will display with the selected Claimant and it corresponding data. Update the data as required and click the **OK** button to save the changes. Click the **Cancel** button to abort the edit process.

Surcharges Mandatory data for any FY if one or more Claimants are loaded. To enter values, type in the applicable surcharge percentage(s) and click the **Save** button. Click the **Undo** button *before* clicking the Save button to cancel any changes.

Comments -Enter as required. Separate comments are provided for each Fiscal Year. Click the **Save** button to save changes to the database. Click the **Undo** button *before* clicking the **Save** button to cancel any changes.

GPETE/CALSTD Report - To print the displayed GPETE or CALSTD report, proceed as follows:

1. Click the **Report** button. A parameter box with **Start Fiscal Year** and **End Fiscal Year** and **Report Destination** parameter fields will display.
2. Enter the desired Fiscal Year values and select a report destination.
3. Click the OK button.

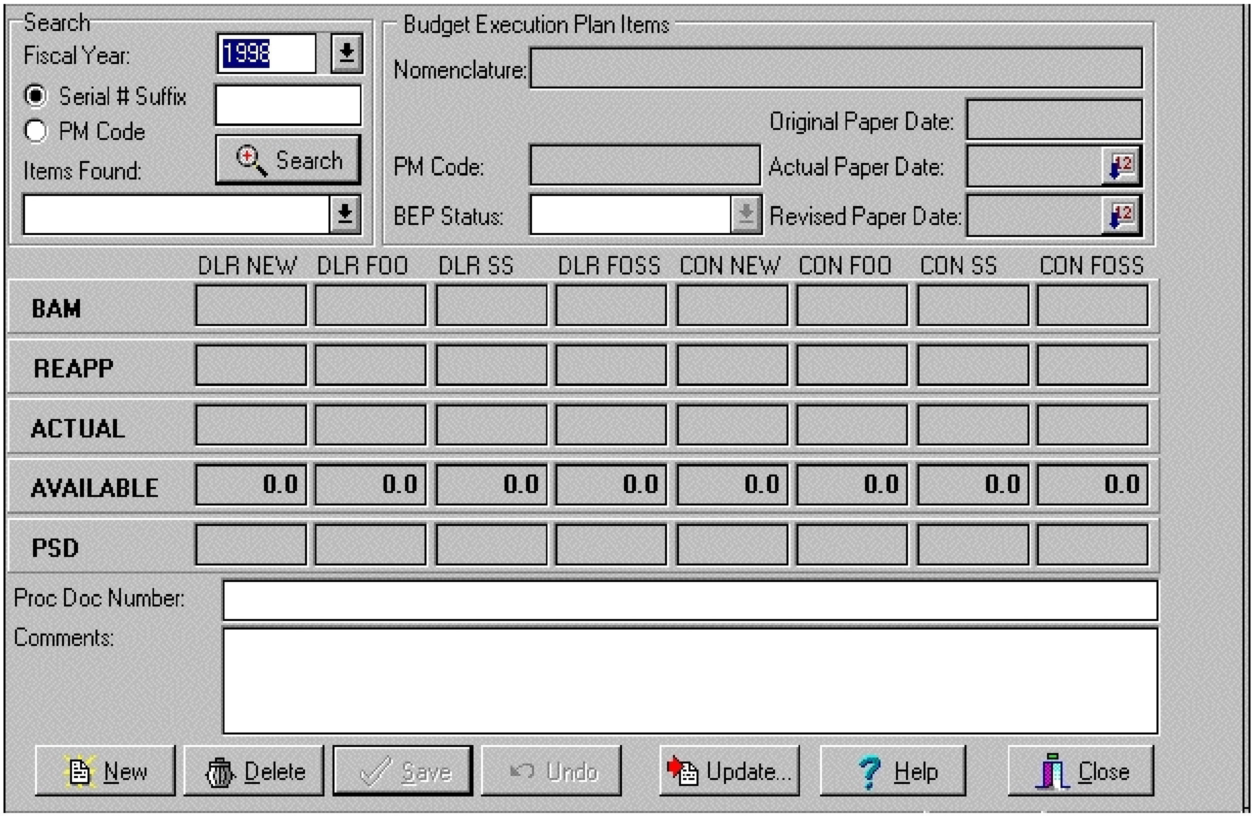
To exit the GPETE/CALSTD utility, click the **Close** button.

Back to Beginning of Section, Beginning of Page

Budget Execution Plan (BEP)

The **Budget Execution Plan (BEP)** selection provides access to the BEP functions. BEP is used to track spares funding status of equipments with PSDs entered in the PARTS data base. This option is used to both input new BEP records and update data on existing records.This feature is limited to selected ICP users. It is used to develop and print Budget Execution data. To go to directions for a specific feature, click on the desired topic below.

- Retrieving and Updating Existing BEP Records
  BEP Data Fields
  Adding a New BEP Record
  Deleting a BEP Record
  Executing Batch RPD Changes (RPD Update Screen)



Search

Fiscal Year: 1998

● Serial # Suffix

○ PM Code

Items Found:

Budget Execution Plan Items

Nomenclature:

Original Paper Date:

PM Code:

Actual Paper Date:

BEP Status:

Revised Paper Date:

	DLR NEW	DLR FOO	DLR SS	DLR FOSS	CON NEW	CON FOO	CON SS	CON FOSS
BAM								
REAPP								
ACTUAL								
AVAILABLE	0.0	0.0	0.0	0.0	0.0	0.0	0.0	0.0
PSD								

Proc Doc Number:

Comments:

Retrieving and Updating Existing BEP Records

To retrieve BEP records for update/viewing, you must enter a combination of the Fiscal Year and PSD Serial Number Suffix, or, Fiscal Year and PM Code in the **Search** section of the BEP screen.

1. Select the desired Fiscal Year using the pick-list.
2. Click either the **Serial # Suffix** or **PM Code** selection.
3. Depending on which option is seleted, type in the applicable data and click the **Search** button.
4. BEP records for PSD Serial Numbers meeting the search criteria entered will be listed in the **Items Found** field. The first record meeting the search criteria will be displayed along with its corresponding data. Click the button to the right of this field to select any other records. Data for any record selected will automatically be retrieved and displayed.
5. Make any required changes and click the **Save** button to save them to the database. If you do not wish to save the changes made, click the **Undo** button *before* clicking the Save button.
6. To retrieve another record for update/viewing, repeat steps 1-3. To exit the BEP utility, click the **Close** button.

BEP Data Fields

When the record is first retrieved, the Nomenclature and PM Code field values are displayed from the existing PSD. Field descriptions for the remaining fields follow.

BEP Status - Identifies the applicable funding status. Selections available from the pick-list are PENDING, PARTIAL, COMPLETED, SLIP WITHIN FY, SLIP OUT OF FY, EMERGENT (automatically selected when a new record is added).

Original Paper Date - The original planned funding date for the spares support.

Actual Paper Date - The actual funding date for the spares support.

Revised Paper Date - The revised planned funding date for the spares support (if applicable).

BEP contains five funding lines (BAM, REAPP, ACTUAL, AVAILABLE, and PSD), for four categories of spares (NEW, FOO, SYS STK, and FOSS), for both DLR and 1H (consumables) spares. The sources of the funding lines are described below.

BAM - This funding line is a snapshot of the values in the ICP PSD after the BAM budget drill in the Fall.

REAPP - This funding line is a snapshot of the values in the ICP PSD after the REAPPORTIONMENT budget drill in the Spring of each year.

ACTUAL - The values for this funding line are loaded by the user.

AVAILABLE - The Available funding line is the result subtracting the values in the ACTUAL row from values in the REAPP XX row. The resulting value may be negative and will be identified with the "-" character.

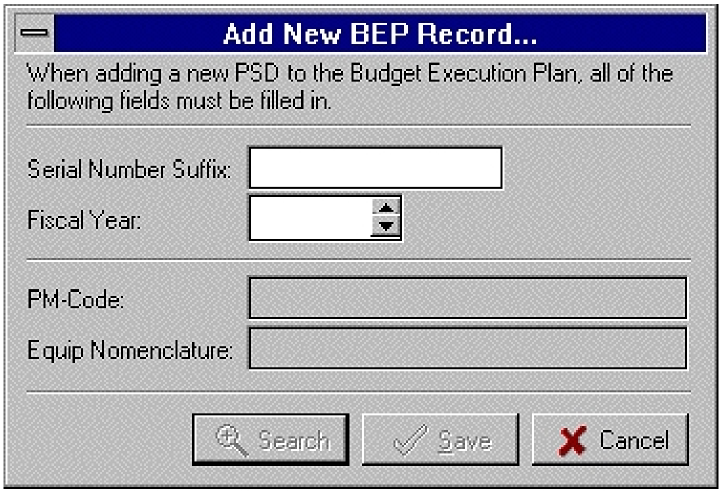
PSD - The funding line values displayed here are real time figures taken from the actual ICP PSD (NAVSUP Form 1391).

Proc Doc Number - Enter the procurement document number(s) pertaining to the support funding.

Comments - Enter any applicable comments.

Adding a New BEP Record

To add a new BEP record click the **New** button. This will cause the screen shown below to display. Instructions for adding a record follow.



When adding a new PSD to the Budget Execution Plan, all of the following fields must be filled in.

Serial Number Suffix:

Fiscal Year:

PM-Code:

Equip Nomenclature:

1. Type in the Serial Number Suffix of the PSD to be added (i.e. the last seven charactes of the PSD

Serial Number) and the four character Fiscal Year (e.g. "1999"). Once these are entered in their entirety, the **Search** button will activate.

2. Click the **Search** button.

   Note: For a new BEP record to be added, a corresponding HSC PSD must exist. If one does not exist the message "Serial Number not found. Please reenter a serial number" will appear. If this happens, check the number and re-enter. If the number does exist, the "PM-Code" and "Equip Nomenclature" will be retrieved from the existing PSD and displayed. The "Emergent" status category will automatically be checked.

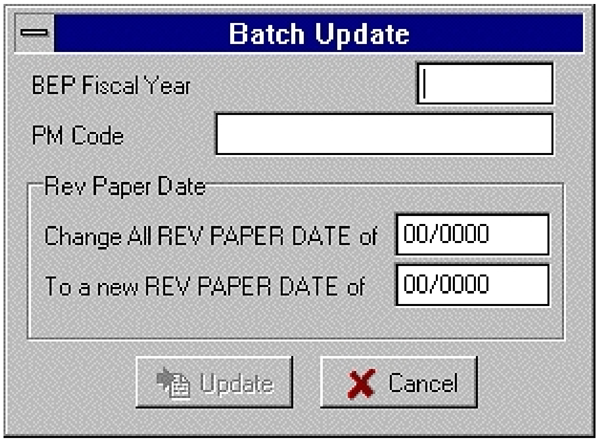
3. Click the **Save** button to save the record. If no errors are encounterd, you will be returned to the main BEP screen.
4. Complete any other relevant data fields on the main BEP input screen, then click the **Save** button to save the data.

Deleting a BEP Record

1. Click the **Delete** button. A confirmation box with the following message will display. "Are you sure you want to delete this record?"
2. Click the **OK** button. The record will be deleted and you will be returned to the main BEP screen.

Executing Batch RPD Changes (RPD Update Screen)

This feature is used to make RPD (Revised Paper Date) changes to a group or "batch" of BEP records all at once. To initiate the process to execute a Batch RPD Change, click the **Update** button. The **Batch Update** screen shown below will display. To make a batch change, follow the directions below.



00/0000

00/0000

Making a Batch Change:

1. Type in the BEP Fiscal Year and PM Code of the BEP records to be updated, then enter the desired Revised Paper Date values for the **Change All REV PAPER DATE of** and **To a new REV PAPER DATE of** fields.
2. Click the **Update** button. All BEP records that meet the following conditions will be updated:
   - Have an RPD that matches the **Change All REV PAPER DATE of** date entered by the user.
   - Have an ICP manager code that matches the one of the user making the change.
   - The **Actual Paper Date** field and the **SLIP-OUT** funding status selection field are blank.

Back to Beginning of Section, Beginning of Page

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation

Revised 20 Nov 1998
23 October 2002 - Added Obligation/Work Limiting Date (OWLD) entry.

GLOSSARY

A-E **F-I** **M-O** **P-Z**

Administrative Lead Time (ALT) The measured time interval in the procurement process between initiating the procurement of a secondary item and the signing of the contract. For replenishment demand, the lead time begins with supply demand review; for provisioning, lead time starts with the receipt at the procuring office of full Provisioning Technical Documentation. The time elapsed represents contracting office processing, solicitation, advertising, and selection.

Availability Centered Inventory Model (ACIM) The ACIM sparing model is used to generate allowance requirements for selected critical equipments that require an Operational Availability (Ao) level not provided by existing allowance list models. Special approval by CNO (OP-41) is required for each application of the Ao model. Periodic recertification of the Ao requirement is necessary. ACIM is used in conjunction with shipboard allowance list models such as FLSIP to produce a COSAL. ACIM should never be used in conjunction with MODFLSIP; the result would be oversparing for the equipment.

Backfit Synonymous with the term "retrofit." A programmed installation and/or upgrading of equipment, subsystem, or major weapon system on-board an active or reserve fleet ship. SCN ships are not included in this category.

Coordinated Shipboard Allowance List (COSAL) The COSAL is a document prepared for an individual ship that lists:

1. the equipment or components required for the ship to perform its operational assignment
2. the repair parts and special tools required for the operation, overhaul and repair of these equipments, and
3. the miscellaneous portable items necessary for the care and upkeep of the ship.

The COSAL is both a technical and a supply document. It is technical in that nomenclature, operating characteristics, technical manuals, etc., are described on APLs and AELs. It is a supply document in that the COSAL will provide a complete list of all parts required to operate and maintain the ship and all equipment installed therein.

COSAL, Conventional Model The conventional COSAL model uses table of allowance factor codes that designate the ratio of the number of repair parts, or sets of repair parts, required for each equipment or component installation. The conventional COSAL model provides a fixed allowance procedure that is not affected by changes in fleetwide demand.

COSAL, Fleet Logistics Support Improvement Program (FLSIP) Model The FLSIP model uses a combination of predicted failure rate, population of the part onboard the ship, military essentiality of the part to the component, and whether or not the component is vital to the mission of the ship. The FLSIP model develops a COSAL based on one request in four years and a minimum requirement of one replacement unit. Unless there is a valid override requiring a fixed allowance quantity, a repair part must meet the specified usage rate per quarter in order to qualify as an allowance item. The FLSIP model exclusion factor can be set at different levels, e.g., an exclusion factor of .25 indicates that the failure rate on an item with a population of one would have at least one failure in a four year period. The formula to obtain the usage rate is the failure rate (Best Replacement Factor) times the population divided by four. The usage rate would then have to be at least .0625 per quarter for an item to qualify for allowance.

COSAL, Fleet Logistics Support Improvement Program .5 Plus (FLSIP .5+) Model Initiated in July of 1993, the FLSIP .5+ model is like MODFLSIP and FLSIP in that is uses a combination of predicted failure rate, population of the part onboard the ship, military essentiality of the part to the component, and whether or not the component is vital to the mission of the ship. The FLSIP .5+ model differs in that it uses 3M and CASREP demand data to include critical OBRPs that might not otherwise qualify as an allowance using the .5 replacement factor.

COSAL, Maintenance Criticality Oriented (MCO) Model The MCO model developed for the FFG-7 Class program incorporates a pricing factor, mission criticality identification, and Best Replacement Factor (BRF) in determining allowance requirements. The MCO model is designed to provide a higher range of support for critical items yet stay within the dollar constraints of the MODFLSIP model computation for the same configuration. The MCO model is being phased out and replaced by the MODFLSIP model.

COSAL, Modified Fleet Logistics Support Improvement Program (MODFLSIP) Model The MODFLSIP model incorporates all the features of the .25 FLSIP model except that the Item Mission Essentiality Code (IMEC) and the Maintenance Criticality Code (MCC) are used instead of the MEC and VITAL/NON-VITAL combination to qualify items for stocking. MODFLSIP represents an allowance model used to develop a COSAL at a modified .10 FLSIP range (one hit in ten years) and depth in order to provide increased support over the FLSIP model.

COSAL, TRIDENT Model The TRIDENT model was developed specifically for submarines built in the TRIDENT program. The model inputs are protection period, annual demand, FBM (Fleet Ballistic Missile) MEC, Minimum Replacement Unit, override quantity, and unit price. The TRIDENT computation process provides a variable protection level capability.

Consumable Item An item of supply that, when it fails, is not normally restorable to a full usable condition.

Contractor Support Tailored augmented support provided by a commercial contractor, usually the hardware contractor, for an End Item, either over an interim period prior to the Material Support Date (MSD) or for the end item's entire life cycle.

Depot Level Repairable (DLR) A supply item that may be repaired at designated maintenance levels. A DLR item may only be condemned at the depot level or at the direction of the depot maintenance activity.

Depot Stock Includes replenishment spare and repair parts necessary to support an End Item during the Contractor Support period

End Item The equipment or groups of equipments being procured with funds identified in a P-1 budget line.

Equipment All items required to outfit or equip an individual site or organization.

Follow-On System Stock (FOSS) A follow-on procurement of wholesale supply system stocks in support of systems that experience population increases as a result of the installation of new equipments on active Navy fleet units.

Future Year Defense Program (FYDP) A planning and financial document prepared by the Secretary of Defense that includes information on which weapon systems are approved for acquisition by the defense department.

Initial Operational Capability (IOC) Date The first attainment of the capability to employ effectively a weapon, item of equipment, or system that is manned by an adequately trained, equipped, and supported military unit or force. The IOC will be the date an outfitting period is completed and the ship becomes fully operational. IOC will be synonymous with POC for equipments not part of a shipbuilding program.

Initial Provisioning The process of determining initial support requirements for an End Item. Provisioning includes the identification of items of supply, establishment of data for cataloging, technical manual and allowance list preparation, requirements determination, and issuance of supply support requests.

Initial Spares and Repair Parts The secondary items procured as a result of initial provisioning.

Installation and Check-Out Spares (INCO or I&C) Secondary items required to properly install and check out equipments and systems comprising an End Item. Residual items will be removed from the ship/shore activity upon completion of the installation.

Interim Spares and Repair Parts The secondary items provided during the interim support period by the Hardware SYSCOM.

Interim Support Support provided by the Hardware SYSCOM for a weapon system prior to the assumption of support responsibility by the PSICP at Material Support Date (MSD).

Inventory Control Point (ICP) An organizational unit or activity within the DoD supply system that is assigned the primary responsibility for the material management of a group of items either for a particular Service or for the Defense Department as a whole. Material inventory management includes cataloging direction, requirements computation, procurement direction, distribution management, repair management and disposal direction.

Inventory Objective The total quantity of weapon systems or end items that have been or will be approved for procurement over the life of the program.

Maintenance Assistance Modules (MAMs) Replaceable assemblies (modules) required to execute an approved maintenance plan that calls for identifying the fault of a failed module through a process of progressive or selected module substitution.

Material Required Date (MRD) The date material is required at the ship/site to support the End Item installation.

Material Support Date (MSD) The date that the PSICP is responsible for providing material support for both retail outfitting and wholesale requirements from the supply system. Because of the severity of the impact to the financial process as well as fleet support due to changes to the MSD, the MSD will not be changed without proper authority and complete concurrence between the Hardware SYSCOM and the PSICP. MSD will never be later than NSD.

Navy Support Date (NSD) The date when all necessary ILS elements for the system/equipment are provided by the Navy. Support elements include, but are not limited to, allowance quantities in the supply system or furnished to the end-users, back-up stock in the supply system, completed training, technical manuals and support documents published and distributed, and new items cataloged and stock numbered. NSD will never occur prior to MSD.

Obligation/Work Limiting Date (OWLD) The estimated and/or actual date beyond which SCN funds may not be cited for work performed. This date automatically occurs 11 months after Completion of Fitting-Out, unless otherwise authorized by the Comptroller of the Navy.

On-Board Repair Parts (OBRPs) Site allowance requirements computed in accordance with applicable shipboard or shore site allowance procedures.

Operational Availability (Ao) . A measure of material readiness, i.e., the expected percentage of time that a weapon system or individual equipment will be ready to perform satisfactorily in an operating environment. May be stated as uptime divided by total time (less periods of operational inactivity) or, more precisely, as the probability that an item will be capable of performing its specified function when called upon at any random point in time. Sparing based on Operational Availability is also termed Readiness Based Sparing (RBS). When used to develop an allowance computation, the model computes the required secondary items needed to achieve a specified operational goal for this specific weapon system or end item. CNO requires that RBS techniques be applied to all Acquisition Category (ACAT) I through III programs.

Original Date Date unclassified PSD first established in PARTS data base.

PARTS (Program Support Data (PSD) Automated Reporting and Tracking System) An automated data base of Program Support Data (PSD) information managed by NAVSEA 04 and used for logistics support and budget planning.

P-1 Line Item The line item in the annual budget or apportionment action from which a particular acquisition will be funded.

Preliminary Operational Capability (POC) Date The attainment of the capability for equipment or systems to be used by operational units and to function in a manner that is preliminary to, but in support of, the Initial Operational Capability (IOC). POC will be synonymous with IOC for equipments not part of a shipbuilding program.

Principal Item A final combination of end items, component parts, and/or other materials that is ready for its intended use.

Procurement Lead Time (PCLT) The sum of the Administrative Lead Time (ALT) and Production Lead Time (PLT). Usually expressed in months.

Production Lead Time (PLT) The time interval between the award of a contract or order until the receipt of the material at the destination. Usually expressed in months.

Program Data The time-phased projections of future positions to be attained, actions to be taken, and operating rates to be achieved in order to accomplish planned objectives.

Program Support Inventory Control Point (PSICP) The ICP responsible for furnishing all repair parts required for the operation and maintenance of a particular equipment.

Program Time Base (PTB) A selected portion of the operational program beginning with the date of POC and extending to the next Review Cycle (RC) or Program Forecast Period (PFP) developed for the purpose of computing all required program data.

Project Unit Code Represents the level that identifies those significant individual cost elements or aggregations of lesser cost elements that will be used as the program/financial baseline for establishing the minimum level of program detail.

Provisioning Technical Documentation (PTD) Documentation furnished by the contractor for the identification, determination of secondary item requirements, cataloging, and contractual formalization of items to be procured through the provisioning process. PTD includes, but is not limited to, provisioning lists, drawings, item descriptions, and punch cards/magnetic tapes.

Revised Date Latest date on which a change was made to any PSD field. Automatically assigned by PARTS.
Secondary Item. Consumable or repairable spares and minor end items which are treated as spares.

Subhead A subdivision of an appropriation or fund. Subheads identify the budget activity and are designated by four digits/characters.

System Stock The range and quantity of support items, exclusive of organizational level requirements, carried in the wholesale system to support demands from Navy end-use customers.

Timely Spares Provisioning A method of PSICP supply support that permits the procurement of spares (consumer, intermediate, and wholesale levels) concurrent with the equipment hardware contract award.

Time-Weighted Average Months Program (TWAMP) The cumulative monthly operational units of program during the Program Time Base (PTB) divided by the number of months in the PTB.

Weapon System A weapon and those components required for its operation.

A-E **F-I** **M-O** **P-Z**

Primary Manual Links:

Table of Contents
Part1: Intro to PSD and PARTS
Part2: The PSD Forms
Part3: Connecting to PARTS
Part4: Database Basics
Part5: PARTS Operation